

Safeguarding Policy.

Our Vision : " Learning together in a changing world."

Our Motto : "Look up and aim high."

The Italian Artist Michelangelo said,
"The greatest danger for most of us, is not that we aim too high and miss it, but that we aim too low and reach it."

Mission Statement

As a community of learners we aim to provide an environment where:

1. Each child is developing his/her full potential intellectually, creatively, physically, emotionally, socially, morally and spiritually in a secure, happy and caring atmosphere.
2. Each person is valued, respected and encouraged to value and respect all others.
3. We empower pupils to develop their role as a contributor to the economy and the environment, both within our school and the wider community.
4. We lay the foundations of life skills that the children will build upon as they mature and develop.

In developing our school as a rights respecting school, we aim to provide an ethos that has the Convention on the Rights of the Child at the heart of the school. The UN Convention on the Rights of the Child is based on four general principles: non-discrimination, best interests of the child, survival and development and participation. These principles are the foundation on which we build our rights respecting ethos.

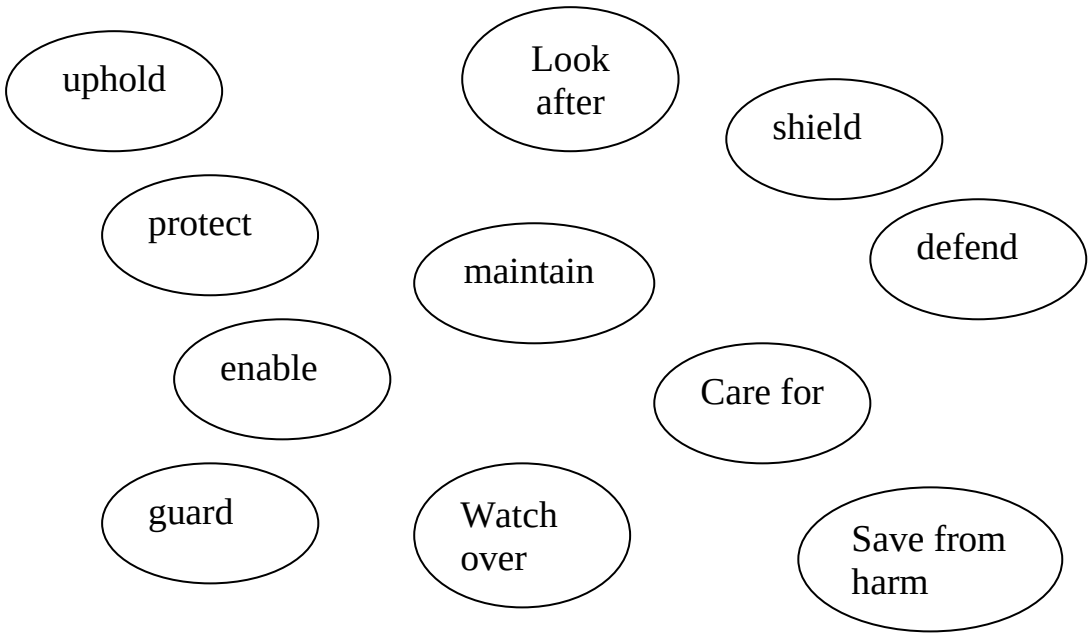
Definition

At Cumran Primary School we believe that the following definition encapsulates the ethos of our school and our understanding of the term 'Safeguarding'.

Safe guarding is

- Promoting the welfare of children – not just child protection or a preventative curriculum
- Development of a rights respecting ethos promoting equality, dignity, pupil voice, safety and freedom to be a child
- Ensuring adults who come into contact with children are suitable
- Dependent on effective information sharing, collaboration and understanding between families, agencies and professionals
- Effective sharing of information between the safeguarding team and the SENCO.

Safeguarding



There are two aspects to safeguarding and promoting the welfare of children. They are:

- Arrangements to take all reasonable measures to ensure that risks of harm to children's welfare are minimized;

and

- Arrangements to take all appropriate actions to address concerns about the welfare of a child, or children, working to agreed local policies and procedures in full partnership with other local agencies.

Links To Other School Policies

This policy acts as an umbrella for a range of policies that outline the current procedures and practices in Cumran Primary School. These policies include:

Child protection
Pastoral Care
Intimate Care
Positive Behaviour
Anti-bullying
Safe/ Positive Handling
Health and Safety
Fire
Safe, Effective and Acceptable Use of the Internet and Digital Technologies/ E-Safety
ICT Health and Safety
GDPR
Social Communication
Policy for the Administration of Medication
First Aid Policy
Confidentiality
Anti- litter
Fire Policy
SENI
Additional Documents

- Playground Risk Assessment
- Environmental Risk Analysis
- Pupil Risk Assessment
- General risk assessments
- Premises Related Emergencies Advice Booklet
- Fire Safety Procedures
- Staff Code of Conduct

Reasonable Measures to Minimise Risk

Children have a right to be safe.

Buildings and Environment

Environmental risk assessment

In order to maintain the safety of our pupils and staff, the Board of Governors carries out an annual risk assessment of the school

grounds. Issues are recorded and dealt with promptly. In addition, a risk assessment of the buildings is carried out by members of Senior Management as part of the self evaluative process.
We have maintained good links with the support staff at EA and frequent visits to the school help to maintain the upkeep of the buildings and grounds. Grounds Maintenance staff keep the hedges and grass cut and remove unwanted leaf litter and debris left behind.
On occasions, when there is a heavy frost or snow, it is the responsibility of the building supervisor to clear a path from the car park to the front door and use salt to melt the ice. Playgrounds and pathways are salted and pupils are not permitted to play on the muga pitch or on the unsalted areas.

During severe weather conditions, it is the responsibility of the Principal and the SLT to decide whether it is safe for the pupils and staff to get to school. There are procedures in place for closing the school, for informing the staff by telephone and informing the parents, using the text service and the school website.

Playground Risk Assessment.
Whilst children have the right to play (UNCRC Article 31) we have a duty to keep them safe. A risk assessment has been carried out by the management of the school to identify any risks associated with the play equipment, the Wendy House, the boat, the Timber Tots play area, muga pitch and the play park. Staff have been informed of the restrictions in place if the weather is wet and the numbers of pupils permitted on each piece of equipment. If the playground is icy, pupils should not be permitted to use the playground until it has thawed out. It is the duty of the building supervisor to grit or salt the paths and playground areas where children need to have access.
Active play is encouraged, playground markings are used for specific games and playground activities are provided by classroom assistants. Sand and soil play is encouraged; the stage, the blackboard and the outdoor seating provide different opportunities for the pupils to develop their creativity.
Adult supervision is provided at all playtimes and pupils are not permitted in the playpark or the muga pitch without a member of staff.

Security

Arrangements have been put in place at the school for the security of the pupils, staff and premises. Visitors are required to access the school by the main front door. Visitors sign in and a Visitor Code of Conduct is displayed on the wall, requesting a high standard of behaviour and discouraging the use of mobile phones in the school.

Members of Staff enter the building at the main entrance using a key card, other adults must buzz for entry, sign in and sign out of the school. They are assigned a visitor's badge to identify them in the school. When pupils leave the school early, the Principal is informed and the parents sign the child out of school. Access from the outside, at the back of the school, is not possible at particular times of the day. Doors remain locked during class time and open at playtimes for pupil access. Playground outer gates are locked during the school day but emergency procedures have been catered for.

CCTV cameras have been installed in prominent areas around the school, both front and back.

Electrical Safety

As part of PDMU and WAU lessons, pupils are introduced to electrical safety.

All small appliances and portable equipment are routinely inspected by a firm contracted by EA and deemed safe to use.

Fire Safety

A Fire Policy outlines the procedures that take place in the school. Fire drills take place at least once a term and all members of staff are made aware of appropriate procedures to follow in the case of a fire. The pupils know what to do and where to go during an evacuation and nominated members of staff have specific duties. These details are outlined in the Fire Procedures document which is prominently displayed in each classroom, alongside a map of the school identifying emergency exits.

The designated fire officers have received training and regular inspections of escape routes, exits and fire equipment are carried out by the Health and Safety officer. Safety equipment and emergency exits are clearly identified and labelled; the fire alarm system is regularly tested and fire extinguishers are regularly tested by appropriately qualified personnel.

ICT Safety

(UNCRC Article 36) Children should be protected from any activities that could harm their development.

As part of the curriculum and the development of ICT skills, we provide supervised use and access to a variety of digital technologies. We believe that the use of these technologies is worthwhile and is an essential skill for children as they grow up in the modern world. Following a lesson in the safe use of ICT, the parents and children are provided with a Three way agreement for Safe, Effective and Acceptable Use of the Internet and Digital Technologies / E Safety, They sign and return the consent form for use of ICT in school.

The school takes positive steps to deal with the risks of pupils using the internet in school. Our school network provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we provide information and work shops for parents about safe Internet access. Every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials.

Security of the school information system will be maintained by C2K. Virus protection performs checks and updates regularly. Internet use is monitored. Filtering / blocking of websites and email may also occur.

C2K provides the school with hardware, software and connectivity to access the internet, which is controlled by a filtering mechanism. Use of the internet is monitored by C2k and incidents are reported to the Principal.

We teach our children and young people how to use the Internet safely and responsibly, for researching information, exploring concepts, deepening knowledge and understanding and communicating effectively in order to further learning, through ICT and/or PDMU lessons. Children must be made aware of the potential risks. They need to learn how to cope / deal with these risks. Pupils will understand why certain rules apply to the use of the internet and the sanctions for improper use.

First Aid

There are 4 qualified first aiders in the school and training is updated on a regular basis. All four have valid first aid certificates and are clearly identified in posters displayed throughout the school. Information about pupils requiring first aid treatment is recorded on an accident form which is forwarded on to the Health and Safety officer and then to the

principal. First aid kits can be found in several locations throughout the school and additional supplies are stored at a high level in the staffroom. In the case of diabetic children, sharps boxes are used to dispose of needles. The Health and Safety officer maintains the first aid supplies and boxes.

Administering Medication

When there are pupils who have specific medical needs attending the school, eg: pupils with diabetes, severe allergies, epilepsy, additional training is given to all staff, by the school nurse, in monitoring and identifying the symptoms, and the action required if an emergency occurs. Any pupil requiring medication at school must have medical forms completed and signed by their parent/guardian before medication can be taken. All medicines are named and stored centrally in a high level, cupboard in the staffroom and stringent records are kept when medication is taken. For pupils with diabetes or severe allergies, epi-pens or additional medication is clearly labelled with the child's photograph and name on the box.

Supervision

Playground supervision is in place. At break and lunch times, staff are encouraged to play with the pupils, involving them in games and activities that promote active play. Supervision is in place in the main playgrounds, the muga pitch, in the football area behind the library and in the playpark.

Supervision is in place at 8.30am when the pupils arrive into school. Bus children are escorted to the playground by a specific supervisory assistant.

In addition, at the end of the day the pupils are escorted to their buses and to their parents. Parents are requested to inform the school by phone or in writing if there is any change to the usual travel arrangements home as a pupil's word is not acceptable permission.

Children are supervised when eating packed lunches in their classrooms and when having a school meal in the dining hall.

Supervision of pupils when on school trips is essential. An adult: pupil ratio of 1:15 (1:10 for Foundation stage pupils) is required but staff are reminded to exclude their assistants if that assistant is for a specific pupil. In that case additional adults are needed. Vetting procedures are in place for volunteers on school trips.

No- Smoking

Being a public place, the school has a strict no-smoking policy. Appropriate signage is in place.

No Nuts

The school recognises the danger to pupils who have or may have a severe reaction to ingesting nuts so the school is deemed a No Nut Zone. Signs are displayed at the front door and parents are regularly reminded in the weekly school newsletter.

Promoting the Welfare of Children.

Pastoral Care

Pastoral Care in Cumran Primary School is a priority. It is acknowledged as playing a crucial role in the development of the ethos of the school. This ethos is based upon the values outlined in our mission statement with emphasis on the intellectual, physical, creative, emotional, social, moral and spiritual development of each pupil. The ethos is also developing around the rights of the child and pupils and staff are sharing their knowledge and understanding with each other, developing mutual respect. The Pastoral Care Policy supports the school in promoting a caring, supportive environment in which staff and pupils can work in an atmosphere of mutual respect.

We recognise that the life-long learning process begins at home and would emphasise the importance of partnership between school, home and the community.

We recognise that, central to the success of our Pastoral Care System, is the involvement of parents and other outside agencies within the community. We strive to work in partnership with them to achieve our aims.

Child Protection

At Cumran Primary School we have a primary responsibility for the care, welfare and safety of the pupils in our charge. We carry out this duty through our pastoral care policy, which aims to provide a caring, supportive and safe environment, in which all our young people can learn and develop to their full potential and in doing so, valuing individuals for their unique talents and abilities. One way in which we seek to protect our pupils is by helping them learn about their inherent rights, rights that

they were born with and cannot be taken away. They are made aware of risks of possible abuse, helping them recognise unwelcome behaviour in others and acquire the confidence and skills they need to keep safe.

The policy outlines the responsibilities of the staff, the governors and the parents.

The names of the Designated Teacher and the Deputy Designated Teachers are known to all staff (teaching, auxiliary and ancillary) following annual training, and to all children. To ensure that the younger children, in particular, fully recognise the Designated Teacher and the Deputy Designated Teachers they are introduced to the children in assemblies and posters with their photographs and information regarding 'Who to talk to if you have a problem' , are displayed in each classroom and in other prominent areas throughout the school.

Designated Teacher: Mrs P McDade

Deputy Designated Teachers: Mrs R. Moles and Mrs J Murray

Governor Responsible for Child Protection: Mr Colin Campbell/ Mr Alan Lewis.

Childline and NSPCC posters are displayed in prominent positions and 'school made' posters are displayed to provide children and parents with information.

The designated and deputy designated teachers attend training on a regular basis and information is disseminated to staff. All staff, including ancillary and auxillary staff are trained using the CPSSS materials and information provided from EA on a Baker/ School development day in August. They have also been trained developing their understanding of the UNCRC and the articles. This training occurs annually and all staff must attend. In the event of a pupil making a disclosure, procedures are in place and all staff are made aware of them. A flow chart of action to be taken is displayed in the store in each classroom and in the staffroom. If there are concerns that a child may be at risk, or if a child witnesses domestic violence of any sort, the school is obliged to make a referral using a UNOCINI. Once a referral is made, the Child Protection Officers at EA are informed.

Confidential records that need to be kept are maintained by the pastoral care team and kept in a locked cupboard.

An annual Anti-bullying week is held in November and staff use the resources on the Northern Ireland Anti-Bullying Forum. NSPCC have led assemblies and workshops highlighting the different types of abuse and where the pupils can get help if they need it.

Parents are kept up-to-date with any changes in the policy or procedures in the weekly school newsletter and a revised Child Protection Policy is

sent to parents once every 2 years. New parents or prospective Year 1 parents are provided with the policy when a child begins their education. The names of the Pastoral Care Team, and a procedure for contacting staff in school, is displayed as a flow chart in the foyer and in the newsletter. Parents are also informed of action they could take if a disclosure was made outside school.

Vetting Procedures

Appointment of Staff

All members of staff appointed to Cumran Primary School have been appointed following EA recruitment procedures which includes a check of a possible criminal background.

Any temporary teaching staff must be employed from the NISTR list which has its own criminal background checks.
Volunteers will be vetted through AccessNI if they are going to work with pupils.

All staff and volunteers are issued with a suite of safeguarding policies.

Confidentiality

The relationships which teachers, other educational professionals and other staff in the education service have with the children in their charge, are based on trust, and often on confidentiality. Such relationships are an integral feature of a secure, caring environment which fosters learning and personal development.
If a child confides information in a member of staff which gives cause for concern about possible abuse, and requests that the information be kept secret, it is important that the member of staff should tell the child, sensitively, that he/she has a responsibility to refer cases of alleged abuse to the appropriate agencies for the child's own sake. Within that context, the child should, however, be assured that the matter will be disclosed only to people who need to know about it.

Intimate Care
The Intimate Care Policy has been developed to safeguard children and staff and follows the guidelines of ACPC Intimate Care Policy and

Guidelines regarding children 2018. Intimate care arrangements will be reviewed every 6 months taking into account the views of all relevant parties. Specific members of staff are identified to provide personal care and record details of any circumstance where a child needs to be changed. They will inform the parent by phone and in written form.
In all circumstances pupils will be treated with dignity.

Positive Behaviour
At the beginning of each year the school reviews the Positive Behaviour policy and whole school Rights' Respecting Actions. These rights are the basis of classroom, school and playground charters. Our whole school Rights' Respecting Actions are:

- We come to school on time, prepared and ready to learn.
- We take pride in our school and look after everyone and everything in it.
- We wear our uniform with pride.
- We behave in a way that keeps ourselves and others safe.
- We walk on the left hand side.

The pupils in each class work together to establish a class charter which will allow the classroom to work well and provide a safe, happy and busy learning environment. Classroom charters are rights- centred and are created and implemented in each classroom by collaboration of staff and pupils.
At Cumran Primary School we believe that pupils should be encouraged to behave well and work hard. Rewards are an intrinsic part of our classroom discipline. We use a number of different strategies to recognise positive behaviour based on negotiations between staff and pupils. Positive affirmation includes a smile or 'thumbs up', a stamp or sticker, a written comment, Cumran Crackers, a visit to a colleague, a more senior member of staff and/or the principal for commendation. Newspaper photographs are displayed in the Moments of Glory Book and special trips and awards, bonus points awarded to contribute to Class of the Week System. Marvellous Munchies with Mrs Moles celebrates hard work and achievement.
Names and positive behaviour are recorded in the Golden Book which is displayed in the school foyer. Caring pupil awards are presented weekly to pupils by the learning assistants. Staff will develop their own rewards in addition to those above. These rewards will be devised in consultation with the pupils.

Sources of Advice

Gateway Teams will provide initial support and assistance to staff making referrals.

1. Social Services Gateway team in Down sector based at Market Street, Downpatrick Tel: 028 44613511.
2. Educational Welfare Officer
3. N.S.P.C.C.
4. NI Anti-bullying Forum
5. Education Psychologist
6. School Nurse
7. Health and Safety Professionals
8. EA Behaviour Support Team
9. CEOP
10. UNCRC

Monitoring

Monitoring is an integral part of our policy. Members of the pastoral care team, Health and Safety Officer and the ICT Curriculum leaders will discuss, formally and informally with staff, to ensure that all associated policies are implemented as planned. Support is offered to those teachers who require assistance in carrying out any aspect of their pastoral role.

Evaluation / Policy Review

This policy, and the associated policies will be kept under constant review and modified when necessary. Whilst the Head of Pastoral Care has overall responsibility for evaluation, self-evaluation is a feature of every teacher's role. This feedback forms the basis of the pastoral care input into the School Development Plan for the year.

Reviewed: September, 2019