



Synergy Schools Safeguarding Policy

“Every Child Matters”

The government has published two key documents providing guidance for schools: ‘*Working together to safeguard children 2019*’ (Ref: DFE-00195-2018) and ‘*Keeping children safe in education - Statutory guidance for schools and colleges*’ (Ref: DFE-00129-2019). Our school has used these in formulating its own safeguarding statement.

The Synergy Schools Safeguarding Children Statement.

At Synergy Schools the health and safety of all children is of paramount importance. Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. We aim to fulfil this expectation by implementing and regularly reviewing policies relevant to safeguarding and promoting child welfare.

Safeguarding is what we do for all children; and Child Protection is what we do for children who have been harmed or are at significant risk of being harmed.

A wide range of measures are in place at our schools, including:

- Child Protection Policy updated annually
- Safeguarding guide for school visitors and volunteers
- Central record of recruitment and vetting checks (including single central record and well managed staff files)
- PSHE Curriculum on school website
- SEN information report - updated annually on the school website
- Safeguarding statement on school website

School policies related to ongoing safeguarding of our children include:

- Child Protection policy
- Attendance Management policy
- Behaviour policy
- Anti-bullying policy
- Complaints policy
- Educational Visits policy

- Lockdown policy
- Equality Information & Objectives
- Administering Medicines policy
- Health & Safety policy
- E-safety policy
- Management of allegations against staff policy
- Relationships and Sex Education policy
- Supporting pupils with medical conditions policy
- Staff code of conduct policy
- Whistle blowing policy

The designated adults for Child Protection are:

Designated Safeguarding Lead	Mr. M. White, Executive Head Teacher
Deputy Designated Safeguarding Lead	Mr. A. Firmin, Head of School
Governor with responsibility for Child Protection	Dr V. Eardley, Chair of Governors

There is a detailed School Child Protection Policy, which is available on the school website or from the school office. This policy was written by North Yorkshire Education Child Protection and Safeguarding Managers and applies to all adults, including volunteers, working in or on behalf of, the school. It is the Governing Body's duty to ensure that the policy is reviewed annually and any deficiencies within the policy addressed immediately. All staff have had appropriate child protection training, which is updated at least every three years.

All allegations of abuse by or complaints regarding a teacher will be dealt with following North Yorkshire Safeguarding Children Board procedures. A copy of this is available at 24 hours notice. For any complaints about the Head of School the Chair of Governors should be contacted directly.

Appointments of staff and induction of newly appointed staff and work placements

Our school pays full regard to DFES guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works in the federation who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. As well as following traditional safer recruitment practices such as performing DBS checks and verifying identity and qualification status, our school also complies with current government requirements and keeps an up to date, accessible single central record of all staff and adults who come in to regular contact with children in our federation.



The following people have completed their accredited "Safer Recruitment" training:

Mr. M White	Executive Head Teacher
Mr. A. Firmin	Head of School
Mrs. E. Weatherby	Foundation Governor
Mrs. A Offord	Co-opted Governor
Mrs S. Harrod	Co-opted Governor

All new staff are inducted into safeguarding practices.

Induction of volunteers

Volunteers must also have 'Disclosure and Barring Service' clearance. For a single or "one-off" activity, such as an educational visit, which does not involve volunteers having unsupervised access or close contact with children, the federation may utilise volunteers who are not DBS cleared as long as the group leader is aware of this and exercises caution. For extended contact with children, when children may be left alone with an adult, or when an adult visitor may be in and around our federation buildings, enhanced DBS clearance will be sought. The office performs this. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children.

Welcoming visitors

We have been assured by the NYCC's Director of Children's Services that any employee who attends school with a county council identification badge has completed an enhanced DBS check and does not need to be placed on the school's single central record. It is assumed that visitors with a professional role e.g. the School Nurse or members of the police already have relevant clearance but the office will endeavour to check this before admittance is granted. A note will also be made of anyone entering with the Executive Head teacher or Head of School's permission but without clearance. See also the NYCC's Authorisation to Work scheme for further checking procedures for contractors working on the school site.

- All staff will wear a red lanyard
- All visitors and volunteers will be requested to wear a yellow visitor lanyard.



Policies related to the Health and Safety of our pupils.

Each school in our Federation has a Health and Safety policy, which is monitored each term. The Health and Safety Policy undergoes full review every year and all staff are required to read and sign the policy. Any concerns from staff are reported to the Head teacher or Health and Safety Governor (Mr Woolmer) in the first instance. There is a standing item on each staff meeting to deal with these concerns. An initial examination is then carried out, assessing what remedial or preventative action needs to take place.

Each term there is a fire drill that practices efficient evacuation from the buildings. Each school conducts an annual Fire Risk Assessment.

The Health and Safety governor conducts regular audits of all accidents, incidents and adverse events. This ensures that any trends in nature of accident, place, activity or person are identified. These audit results are discussed with the Executive Head teacher/ Head of Schools teacher and appropriate remedial action is taken where necessary. The results are also included in a termly report to the full governing body by the Health and Safety governor.

In addition to our Health and Safety Policy, at the federation has implemented a Food Policy to ensure that all aspects of food and nutrition in our school promote the health and wellbeing of pupils, staff and visitors. This policy can be viewed via the link on either school's website.

First Aid

In school there are trained members of staff who volunteer to oversee first aid. When a child is poorly, or has suffered an accident in school or on the playground there is a protocol for staff to follow:

- A trained first aider is consulted
- The incident is logged in the accident book.

Parents are notified by note or telephone depending on the nature of the incident. This includes a head injury form where appropriate. If there is any doubt at all about the immediate health and safety of a child, their parents/carers and emergency services are contacted immediately.

Administration of Medicines

The federation has an 'Administration of Medicines' policy to make it clear to parents in what circumstances we are prepared to administer medicines to children at school, and what parental consent is required when we do so.



Site security

Synergy Schools site security is determined by the people who use it. Therefore, all people on the site have an obligation to adhere to the rules which govern it. Laxity can cause potential problems to safeguarding. Therefore:

- Gates should be shut except at the start and end of each day.
- Doors should be closed to prevent intrusion but to facilitate smooth exits.
- Visitors and volunteers must only enter through the main entrance and after signing in at the office window. They will then be given a visitors badge on entry.
- Children will only be allowed home with adults with parental responsibility or confirmed permission.
- Empty classrooms should have closed windows.
- Children should never be allowed to leave school alone during school hours, and if collected by an adult, must be signed out.

Should a child leave the school premises without permission then staff have been informed never to chase after a child, but rather to report immediately to the office. Then parents and police will be informed of the circumstances. Where it is evident that a child is more likely to leave the premises, e.g. due to special educational needs, then a specific named risk assessment will be completed and shared with all appropriate adults.

Attendance

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone immediately. If there is no notification the school has a policy of phoning home to ascertain each child's whereabouts by 9.30am each day.

The school works closely with the Local Education Authority's Welfare officer whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term to the LA, annually to the government and to all parents. Positive measures are in place to encourage children to attend regularly and punctually and the school is aware of its right to take legal action against parents who do not ensure good attendance and punctuality.



The Design of the Curriculum

The curriculum deals with safeguarding in two ways. Firstly, in subjects such as Personal, Social and Health Education, relevant issues are discussed with the children. Topics include such themes as Drugs, Sex and Relationships and Stranger Danger. Children are encouraged to explore and discuss these issues.

Secondly, the curriculum is designed so that safety issues within the subject are discussed and safe practices taught, such as using equipment properly in PE. At all times there has to be appropriate staffing levels, especially when pupils embark upon educational visits, where LA agreed pupil/adult ratios are maintained. The lead adult always assesses visits as to the level of risk, risk assessments are completed and all trips are finally authorised by the Executive head teacher and follow approved educational visit procedures dictated by the LA.

Visiting speakers, with correct clearance, are always welcome into school to enhance the learning experience.

Internet Safety

Children should be encouraged to use the internet as much as is possible, but at all times in a safe way. Parents are asked if they agree to their child using the internet and all pupils must sign an Acceptable Use Policy. Pupils must never be left unattended whilst online and teachers should ensure that this does not happen. If teachers know of misuse, either by a teacher or child the issue should be reported to the Executive Headteacher without delay.

As Senior Designated Person for Child Protection, the Executive Headteacher has overall responsibility for internet safety. Children are entrusted with a log-on to our learning platform and homework is regularly set via this medium. Children are told of their schools high expectations and the consequences of inappropriate use.

The ICT Curriculum ensures that all Key Stage 2 children are taught a unit of work that focuses on the effects of cyber-bullying.

Equal opportunities and the Equalities Scheme

We oppose all forms of unlawful or unfair discrimination, whether because of race, colour, ethnic or national origin, sex or gender reassignment, marital status, sexuality, religion or beliefs, disability, age or any other condition or requirement which places a person at a disadvantage and cannot be justified.



At Synergy Schools we have embraced the Equalities Scheme provided by North Yorkshire County Council. This scheme is available via each school's website.

Policy for the Promotion of Good Behaviour

Good behaviour is essential in any community and at Synergy Schools we have high expectations. Our policy details the rewards and sanctions available to staff and can be viewed via the link on the school website. Although the emphasis is always on the positive there are also times when sanctions have to be applied in order to maintain the safety and security of all children. Parents are informed immediately if we have concerns about the behaviour of a child.

Anti Bullying Policy

The definition of bullying at Synergy Schools is: "The repeated use of any action with the intention of hurting another person." Bullying is not tolerated at our school and we reiterate this message at certain times in the curriculum (e.g. in PHSE., Anti-bullying week, during circle time and include adult monitoring of our "worry box").

The Anti-bullying policy for each school is available to view via the link on our school's website.

Photographing and Videoing

There has been a lot of controversy recently about adults photographing and filming young people. At Synergy Schools we have taken a sensible, balanced approach, which allows parents to photograph their children at school events (e.g. sports day, school plays) providing that they follow certain guidelines:

- The images and/or footage can only be used personally by the child's close family.
- The images/footage must not be used in any publication, internet/social/networking site without the consent of all parties involved

The school's Governing Body feel strongly that any breach of these guidelines will be taken seriously and legal advice taken. Parents and carers are reminded of this policy and their responsibilities at the start of all school events.



Whistleblowing

If members of staff ever have any concerns about people working, paid or unpaid, they have a professional duty to inform the management accordingly. This can be done in writing or verbally but staff should be prepared to discuss issues in the confidence that any such matter will be dealt with sensitively and with the necessary degree of confidentiality.

Reviews

C.Ramalingam (April 2011)

Ratified by the full governing body (May 2011)

Amended by M.White & V. Jones - Safeguarding Link Governor (December 2012)

Amended by M White & V Jones - Safeguarding Link Governor (June 2014)

Amended by M White - Executive Head Teacher & Designated Safeguarding Lead (April 2019) converted to Synergy Schools Policy.

Ratified by the full governing body (November 2019)

