



## Copnor Primary School Breakfast/After-School Clubs Safeguarding Policy

*We are totally committed to upholding our responsibilities for safeguarding.*

### **Rationale**

Safeguarding has to permeate all aspects of school life. It encompasses child protection, but extends beyond this. Our policies and practice apply to all staff, governors and volunteers working at Copnor Primary School's Breakfast/After-School Clubs.

We follow the procedures set out by the Local Safeguarding Children Board and take account of guidance issued by the Department for Education. This includes "KCSIE", Sept 2016 and "The Prevent Strategy", June 2015. All policies included under the remit of safeguarding have been checked against local and national guidance to ensure that the governing body understand their responsibilities under S.175 of the Education Act 2002.

Every child has the right to feel safe and protected and we will act proactively to ensure this.

### **Aims**

1. To safeguard our children
2. To communicate our commitment to the school community
3. To establish an environment where the children feel secure and protected
4. To encourage the children to share any concerns and ensure they are listened to
5. To maintain careful and accurate record of any concerns

### **Constituent Policies**

Safeguarding can only be assured through a "family" of policies as it has to permeate all aspects of school life. Our practice can be tracked through 4 strands of the main schools' policies as follows:

1. Child Protection policies and practice

These address the areas of recruitment; training; promoting a safe and nurturing environment and reporting any concerns.

2. Communications policies and practice

These address how we communicate our aims to and from staff, parents, volunteers and children.

3. Health and Safety policies and practice

These address site safety including any health issues for all children and adults on site

4. Curriculum policies and practice

These address how we educate the children to help them ensure their own protection.

### **Assessing Risk**

Certain activities require special care and they need specific risk assessments to be completed before they can be undertaken. In particular it is important to refer to the following specific policies: Educational Visits; E-Safety; Accidents & First Aid; Science; D & T and Travel Plan.

However, *every* activity undertaken by the school needs to be assessed for risk even if a formal "risk assessment form" is not required. It can often be in the everyday activities that risk can lie, if complacency is allowed to set in.

If a member of staff is in any doubt at all about the safety of an activity - for whatever reason - they must seek the guidance of either the Headteacher, Deputy Headteacher, or one of the Assistant Headteachers before undertaking it.



## Roles and Responsibilities

Overall responsibility for safeguarding lies with the head teacher. The Headteacher is also responsible for child protection within safeguarding and is the Designated Safeguarding Lead (DSL), however the daily work is managed by the Welfare Officer (WO.) In their absence any matter will be dealt with by the Deputy Head then the Inclusions Officer.

However, **all staff** are responsible for the safeguarding of the children.

Any members of staff with responsibility for policies listed within the remit of safeguarding must liaise with the Headteacher to have any proposed changes to policy agreed beforehand.

## **DSL/WO**

- Act as a source of advice, support and expertise
- Coordinate actions including liaising with relevant agencies
- Ensure this policy and its constituent policies are maintained on the school network for staff and volunteers
- Ensure this policy and its constituent policies are maintained on the learning platform for parents

- Ensure that his training is kept up-to-date
- Ensure that another senior member of leadership is also trained as a DSL
- Keep secure records of referrals and concerns
- To ensure that the prospectus and induction makes it clear that we might make a referral without informing parents/carers
- Ensure any relevant records are passed on to a new school when a child moves, or to the LA if the new school is unknown. They must be marked for the attention of the DSL.
- Ensure that if a child leaves and the destination school is not known, then the LA is alerted to place the child on the database for missing pupils.

### **Designated Governor**

- Ensure the governors review the school's safeguarding practices
- Ensure that the DSL/Welfare Officer is keeping staff aware of current practice
- Ensure induction is covering child protection issues
- Ensure that adequate safety checks are being made on all adults working within the school
- Advise the governing body on taking appropriate disciplinary action where there are safeguarding concerns about a member of staff

### **Review and Monitoring**

All policies that lie within the remit of safeguarding must be reviewed by the governing body annually.

**Policy updated:** Sept 2017  
**Review Date:** Sept 2018