

# Castle View Primary School's Safeguarding And Child Protection Policy For Children And Parents

At Castle View Primary School, it is very important to us that all children are protected from harm and learn how to keep themselves safe. We will listen to children's feelings and concerns and act to protect them and keep them safe. In school, we will take immediate action if there is evidence that a child is or may be a victim of abuse.

This information has been collected to easily explain what we do in our school to safeguard and protect children. We also have a full Safeguarding and Child Protection Policy which can be found on our school website.

## Staff:

**Mrs Edwards** is the Designated Person for Safeguarding at Castle View Primary School and **Miss Ord** is the Deputy Designated Person for Safeguarding. That means that it is their responsibility to plan and organise opportunities for children to learn how to keep themselves safe. They also take care of any concerns that a child, parent, or teacher/staff member might have in school. Both Mrs Edwards and Mrs Morgan have undertaken appropriate training for this role.

The Designated Governor for Safeguarding and Child Protection is **Cllr John Stockton**, who has undertaken appropriate training for this role. He will check how effective the school strategies are in keeping children safe.

The school Chair of Governors is **Mr Steven Mowat**. For any worries or concerns, you could contact Mr Mowat through the school contact number.

At school, we carry out the appropriate checks when employing new people.

All staff members have been trained in protecting children and how to keep children safe at our school.

Any new staff members are trained in the school's policies and procedures for safeguarding and protecting children.

All staff must sign and agree to the code of conduct. This is a contract that tells them how they should behave in our school.

## Learning how to keep ourselves safe:

Each year in school, we hold regular 'Keep Me Safe' lessons. Through these lessons, we will work with a range of visitors, who will teach the children how to look after their own hygiene, look after their mental health, explain the dangers of railway lines, teach them stranger awareness and fire safety etc.

We work alongside the NSPCC to deliver the 'Speak Out Stay Safe' programme of work. We cover topics like bullying and abuse, but without using any scary words or adult language. Children learn about the different types of abuse, in a child-friendly and age-appropriate way, so they can get help if or when they need it. We help them identify a trusted adult they can talk to if they're ever worried about themselves or a friend. Children learn about Childline, and how it can support them. We have an easy link on our school website to enable children to contact Childline in confidence.

Each year we hold an 'Anti-Bullying Week' where the children learn how to prevent bullying and what to do if they are being bullied.

In science, the children learn about the dangers of electricity and how to use electrical appliances safely. Mr Evans always highlights the dangers of electricity when he visits us at school.

Children will have the opportunity to attend a trip to 'Crucial Crew' to learn how to keep themselves safe in a number of situations.

We have a group of Road Safety Officers in year 6, who plan and organise competitions to show children how to stay safe on the roads.

Each year, we have a road safety talk that teaches year 3 children and their parents how to cross roads safely.

Year 6 children enjoy a range of workshops designed to help keep themselves safe, before they move onto secondary school.

We invite the fire brigade to come to school to show the children how to prevent and protect themselves in a fire.

The community police officer regularly visits our school to tell the children how to stay safe when playing out and how to stay safe when accessing the internet/using social media sites.

Each year, we hold an 'E-Safety Week' where the children learn how to use the computers and the internet safely. We also teach and remind about internet safety regularly throughout the year.

The children have helped to make an 'e-safety terms of use agreement' that all children must agree to and sign.

All children and parents agree not to share any content that could upset, offend or threaten the safety of any member of our school community.

We keep parents informed on how to keep their children safe on the internet through regular updates on our social media pages, website and regular emails home.

Regular E-safety lessons take place throughout the year for all year groups.

Year 6 children will learn how to ride a bike safely through the bike-ability project.

Children take swimming lessons in key stage 2.

### **Photography:**

In school, we like to celebrate our hard work and special events and create memories by taking photographs of these occasions. Parents are asked for permission to take children's pictures in school and are permitted to sign a form to give permission for this to happen when their child enrolls to our school. At Castle View, we believe that it is always good practice to ask permission from the person whom we are taking the picture of and teachers will certainly not pressure any child into having their picture taken if they do not wish to.

### **Contact:**

At Castle View, we are very much aware and respectful of each other's personal space. However, when reasonable force is required, personal space may not be considered as important as the safety of themselves and others.

Staff will only use reasonable force if a child is:

- Putting themselves/others at risk of harm
- Breaking/damaging property
- Behaving in a way that threatens the 'good order and behaviour' of the school.

Staff at Castle View have received training on how to do this safely. We will always try very hard to give every child the chance to change their behaviour before using reasonable force unless it would not be safe to do so.

***NOTE: If you have ever been touched in a way that you are not happy with or when you have not been putting yourself/ others at harm or breaking/damaging property or behaving in a way that threatens 'good order and behaviour', then you must tell a trusted adult.***

### **Behaviour:**

Castle View has its own behaviour policy, which is used to make sure that children behave in a way that does not threaten themselves or others, and to teach children how to treat others with respect.

Children are rewarded for their behaviour and achievements and receive Castle View Badges.

Children lose points for poor behaviour, being disrespectful to others or property and showing violence. See Castle View Primary School's Behaviour Policy for more details.

### **Handling bullying:**

Every year, we hold an anti-bullying focus week. We make our own pledge as to how we will prevent bullying. We learn about why some people will bully and how we can help someone who feels that they need to bully, so that they do not feel they need to anymore. We also learn how to stand up to bullying and support those who are victims of bullying.

We have a recording system in school and keep track of bullying incidents. This also includes prejudice bullying.

Prejudice bullying is when someone is bullied because of their individual protected characteristics. E.g. race/gender/disability. Children's parents will be contacted and told if children use any terms that might upset someone for prejudice reasons. The school uses a reporting and recording system for such incidents in line with Halton Borough Council's strategies.

We always tell our children to talk to a trusted adult if they feel they are being bullied. This could be face to face or written down and shared with someone.

School staff will keep a record of bullying incidents and will work with both the victim, the person who is bullying, and their parents, to try to put a stop to it. We ask all parents to support us in tackling bullying within our school.

See Castle View's Anti-Bullying Policy.

### **The school building:**

Our school council have inspected our school and the potential risks in the building.

It is important to:

- Walk in the corridors
- Always let someone know if water or other liquids have been spilt on the floor
- Sit down to eat food
- Wash your hands after using the toilets or doing an activity where you might have picked up germs on your hands
- Wash your hands before lunch
- Let someone know if you see something that isn't safe
- Play carefully with other children
- Let a member of staff know if you see a stranger who isn't wearing a school badge
- Stay with your class and class teacher or lunchtime teacher
- Pick up items that people might trip over
- Tuck chairs under tables so that people do not trip over them

- Follow the school's behaviour, anti-bullying and e-safety policy

All staff and visitors to the school will be asked to sign in and to wear a badge. Staff take care to check that everyone is wearing a badge.

The school has allocated fire exits and a strategy for evacuating the building which is regularly practised.

The school gates are shut during the school day.

There are regular health and safety checks in our school building.

Health and Safety and Safeguarding matters are discussed at each staff meeting (held weekly).

### **What to do if you are worried:**

Children at Castle View are taught to understand their emotions. Our PSHE scheme teaches children to recognise emotions in themselves and others.

Children are told regularly that they should tell a trusted adult if they are worried.

The people children can talk to if they are worried:

- A friend
- A parent
- A teacher or any teaching staff
- Lunchtime staff/ volunteer staff
- The Headteacher
- Around our school building, we have posters that show the number to phone for Childline. Children can call Childline for free if they are worried or need to talk about anything. Their telephone number is 0800 1111. Whatever your worry – they are there to help you!

**Parents:** If you are concerned or worried, please do not hesitate to contact the school. If you have a concern regarding a member of staff, please contact the Chair of Governors – **Mr Steven Mowat** via the school.

For more information, please see our Safeguarding and Child Protection Policy on our website or make an appointment to visit us in school.

### **Data Protection (keeping your information safe):**

We hold data (information) about all children in our school. The information we hold is held to ensure children learn and to also ensure they are kept safe. We have a duty to keep children's personal information safe and so we follow strict procedures to ensure only the people allowed can access this information. We will keep personal information about all children while they are a pupil at our school. We may also keep it after children have left the school, where we are required to by law. We have a Privacy Notice on our website which explains how long we must keep (retain) information about pupils and about data sharing. We do not share information about our pupils with anyone without consent, unless the law and our policies allow us to do so.

### **Looking after your mental health:**

Having good mental health, helps us to relax more, achieve more, and enjoy our lives more. We understand that children and adults may be feeling anxious, stressed, sad, lonely, or frustrated. We sign post all of our children, adults, and school community to 'Every Mind Matters' website: <https://www.nhs.uk/oneyou/every-mind-matters> Here, you can access simple steps to better mental health, as well as a free action plan. To support our community further, we have an identified Mental Health Lead, Miss Mulholland. Should you require any support at all, please contact Miss Mulholland for a chat. Our Mental Health Lead will consider the information given to

determine what action should be taken to support the individual further. Our lead will follow our strict Safeguarding and Child Protection Policy when reporting any concerns identified.

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