Pontnewydd Primary School

Safeguarding Policy

Pontnewydd Primary School Safeguarding Children Statement

Here at Pontnewydd Primary School the safeguarding and wellbeing of all children is of paramount importance and we expect all staff and volunteers to share this commitment. Parents send their children to school each day with the expectation that school provides a safe, secure environment in which their children can flourish.

.

We therefore have to ensure that this expectation becomes reality. In order to do this a wide range of measures and policies are put in place:

1. The Health and Safety Policy

The school's Health and safety policy is monitored regularly by the school Governing Body. The Headteacher and the Governors oversee the policy. Any concerns from staff are reported via a Health and Safety book to the Headteacher or the School Caretaker who will carry out an initial examination, assessing what remedial action needs to take place.
Health and Safety concerns are discussed at every Senior Management Team meeting, Staff meeting, Phase meeting and Governing Body meeting.
Twice termly there is a fire drill, which practices efficient evacuation from the school buildings. We also undertake a

lockdown drill once a term. This can take the form of an invacuation or evacuation. The school conducts an annual Fire Risk Assessment. Staff complete annual risk assessments of their classrooms and learning environments. All teaching staff are issued a walkie-talkie to be used for lockdown procedures. A Health and Safety audit is carried out annually by the school's Health and Safety lead and the Health and Safety Governor.

2. First Aid

Although all teaching and support staff have had First Aid training, in school there are seven designated first aiders who have received the First Aider at work training. These are:

Mrs Leanne Starmore
Mrs Emily George
Mrs Jenny Boor
Miss Jos Bailey
Miss Helena Hughes
Miss Charlie Rogers
Miss Chloe Gunter
Mrs Vicki Pullin
Miss Aimee Smith

First aid equipment is stored in each key stage department and a travel first aid kit is available for off-site activities. 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;
- First Aiders will carry a walkie talkie when on duty

- the incident is logged in the accident book by the person responsible for the child at the time of the accident;using the agreed format.
- If a hospital visit is required then a Near Miss form will need to be completed and signed by the head teacher.

- for head injuries a parent is contacted and informed of the injury.
- Call 999 in an emergency

3. Medication

School policy is that members of staff will only give labelled prescribed medicines submitted when the parent has completed and signed the appropriate form requesting that staff administer medicine; the decision to meet the request is at the discretion of the Headteacher. For the majority of medicines, however, a dose before and after school is perfectly adequate. Medicines are stored in the school office or infant staffroom. However, as we have a number of pupils who are epileptic or have anaphylaxis and who at times may need their medication immediately provision has been made to store their medicines near to the child or in some cases with the child where trained staff can have easy access to them. Medical permission forms are stored on line and are annually reviewed.

Personal Protection Equipment is worn by members of staff when attending to the medical needs of pupils and staff.

4. Intimate Care

For matters of an intimate nature (see Intimate Care Policy) , staff are informed to deal with a child with utmost sensitivity and always to seek guidance from the Headteacher or Deputy Headteacher. In almost all situations the parents will be asked

to come into school immediately so that they are part of the decision-making process for such matters. Many of these pupils will have Intimate Care Plans (ICPs) in place.

5. Site Security

Here at Pontnewydd Primary School we strive to provide a secure site, but the site is only as secure as the people who use it. Therefore, all people on the site have to adhere to the rules which govern it. Laxity can cause potential problems to safeguarding. Therefore:

- Keys to the school building are security keys and they can not be copied. In order to ensure safeguarding only designated staff are allocated keys and these are numbered and recorded and signed for.

- Visitors must only enter through the main entrance and after signing in at the office, they will receive a visitor's badge.

- Children will only be allowed home with adults with parental responsibility or confirmed permission. If there is a change in collection procedures, parents must inform the school office by 2:30pm.

- Any child whose parent or guardian is late collecting them, should return to the school office.

- Children should never be allowed to leave school alone during school hours without parental permission, and if collected by an adult, signed out by the office.

- Should a child leave the school premises without permission then staff have been informed never to chase after

a child, but rather to follow at a safe distance keeping the pupil in line of sight and report immediately to the office. Then parents and police will be informed of the circumstances.

- Visitors who use the school site do so only with the express permission of the Headteacher; this permission can be withdrawn at any time.

- Nursery pupils will enter school through the small gate on Church Road.

- Staff must wear their official lanyards at all times.
- School gates, main reception door & the LRB doors are fobbed and only the relevant staff have access to these.

6. Attendance

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone. If there is no notification, Pontnewydd Primary has a policy of contacting home, either by telephone or text, to ascertain each child's whereabouts (First Day Response). The school works closely with the Local Authority's Education Welfare Officer, Naomi Wall , whenever a child's attendance and punctuality causes concern. Attendance rates are analysed each month by the LA, and reported twice termly to the Governors and annually to the Welsh Government and to 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 through issuing Fixed Penalty Notices. School Fixed Penalty Notices | Torfaen County Borough Council

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

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including volunteers, governors and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking an enhanced (DBS) check to check against the barred list.

In line with statutory changes, underpinned by regulations, the following will apply:

- A DBS Enhanced Disclosure is obtained for all new appointments to our school's workforce (unless portability applies, e.g. supply teachers);
- This school is committed to keep an up to date single central record detailing a range of checks carried out on our staff;
- All new appointments to our school workforce who have lived outside the UK will be subject to additional checks as appropriate;
- Our school ensures that supply staff have undergone the necessary checks and will be made aware of this policy;
- Identity checks must be carried out on all appointments to our school workforce before the appointment is made, in partnership with the Local Authority.

- All staff must be registered with the Education Workforce Council.

The Headteacher sits on all appointment panels where the candidates are external applicants. New staff are inducted into safeguarding practices and receive copies of relevant policies such as Child Protection, Health and Safety Policies, Safeguarding and Behaviour Policies. They will also receive Child Protection Training by the School Child Protection Lead Geraint Rowlands.

8. Induction of Volunteers

Volunteers who work unsupervised with children are required to have DBS clearance. For a brief activity, such as providing assistance on a school visit, a DBS check is not required. However, regular volunteers are always required to obtain a DBS check. Visitors should be provided with a copy of the Visitors Policy; copies of this policy can be found on the school shared area. Visitors who do not yet have clearance will under no circumstances be left alone with a child or group of children.
DBS checks are organised through the LA's Human Resources Department.
Visitors to the school have to sign the visitor's book on arrival and departure and they must wear a visitors' badge at all times It is the job of all staff members to challenge anyone seen in the school building not wearing a visitor's badge.

All members of the school Governing Body have undertaken a DBS check.

9. Welcoming Visitors

All visitors are expected to arrive via the main reception area and sign the visitors' book when they arrive and when they leave.
It is assumed that visitors with a professional role (i.e. the School Nurse or members of the police) already have relevant clearance, but the office will check the identity of any unexpected visitors.

10. Child Protection Policy

The designated safeguard for Child Protection is Mr Geraint Rowlands who can be contacted via the school office. The Headteacher or the Deputy Headteacher will be the designated staff member for Child Protection in his absence. All staff are responsible for Safeguarding. The designated Governor for Child Protection is Mr David Williams. It is the Governing Body's duty to ensure the Child Protection Policy is reviewed annually and any deficiencies within the policy addressed immediately. All governors and staff have had appropriate child protection training, which is updated annually. Child Protection matters are reported to the Governing Body regularly.
All allegations of abuse by, or complaints of, members of staff or Governor the designated safeguarding officer Mr Geraint Rowlands should be contacted and the complaint will be dealt with following the Local Safeguarding Board procedures. For any complaints about the Headteacher the Chair of Governors should be contacted directly.

11. The Design of the Curriculum

The curriculum deals with safeguarding in two ways.
Firstly, the curriculum, in subjects such as Relationship and Sexuality Education lessons, or Wellbeing lessons, discusses

relevant issues with the children. Topics include such themes as Drugs and Substance Misuse and Sex and Relationships. Children are encouraged to explore and discuss these issues. Road Safety is addressed and taught and Cycling Proficiency Schemes including training towards attainment of the National Cycling Standards in Year 6.
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 and Design and Technology.

At all times there has to be appropriate staffing levels and when the curriculum is taken out of school appropriate and agreed pupil/adult ratios are maintained. The lead adult always assesses visits as to the level of risk and all trips are finally authorised by Mr Geraint Rowlands, who is the Educational Visits Co-ordinators at least a week in advance of the trip, before being passed to the Headteacher. The EVOLVE IT system is utilised to record all details relating to Educational Visits and to authorise all off-site activities.

Visiting speakers, with correct clearance are always welcome into school so that they can share specialist knowledge with the children.

12. Internet Safety

In a modern world the use of the internet is an integral part of a pupil's school day and here at Pontnewydd we have a Social Media Policy – Safety Policy which is drawn up to protect the pupils and ensure that they use the internet in a safe and correct way. All pupils are expected to follow the schools e safety policy and all parents are expected to sign the Acceptable Use Policy (AUP).

At Pontnewydd we hold an annual E-Safety week where parents and children are informed about the dangers and responsibilities of E-Safety.
Throughout the year E safety is taught through DCF and the Curriculum for Wales is interwoven throughout. Any issues that arise within the school term are addressed through assemblies, workshops and our Digital Leaders.
Here at Pontnewydd Primary School we will ensure that any use of online learning tools and systems are in line with privacy and GDPR requirements.
Should the school have to move to a system of blended or remote learning, there are a number of points that need to be considered where delivering virtual lessons:

- Staff will need to ensure that they have a school device at home ready to use if the need arises.
- No 1:1 lessons, groups only.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers should be in appropriate areas, for example, not in bedrooms and the background blurred where possible.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by the SMT and approved by the network provider, to communicate with children.

13. Equal Opportunities

Here at Pontnewydd we believe in equality for all. We believe that equality at our school should permeate all aspects of school life and is the responsibility of every member of the school and wider community. Every member of the school community should feel safe, secure, valued and of equal worth. At Pontnewydd Primary School, equality is a key principle for treating all people the same irrespective of their gender, ethnicity, whether they are pregnant, have a disability, whether they have undergone gender reassignment, their religious beliefs/faith tradition, their sexual orientation, age or any other of the protected characteristics.

14. Behaviour Policy

Here at Pontnewydd we believe that good behaviour is essential in order for all members of the school community to learn in a safe and happy environment. We have high expectations of good behaviour and mutual respect and in order to achieve these aims the school has a number of school rules, but the primary aim of the behaviour policy is not
a system to enforce rules. It is a means of promoting good relationships, through a trauma informed approach. so that people can work together with the common purpose of helping everyone to learn. This policy supports the school community in aiming to allow everyone to work together in a happy, effective and considerate way.

Our policy is underpinned by six main rules:-

Always move around the school safely and quietly

Always respect yourself and each other

Always respect things that belong to you and to others

Always respect and care for the school environment

Always listen and follow instructions

Always try your best in whatever you do

15. Positive Handling Policy

Here at Pontnewydd Primary School we strive to provide a safe learning environment for our pupils. Sometimes, some of our children may get anxious or agitated; during these times we do our best to help pupils to calm down using communication skills, distractions techniques and removing triggers where possible. However, there may be times when an individual pupil needs more help to calm down – this may require staff to physically support a pupil to ensure that pupil's own safety, the safety of other pupils and staff, or that property is not seriously damaged.

It is the policy of Pontnewydd Primary that staff are trained in the pre-emotive and responsive positive handling strategies and techniques of Train with Pride, to complement the behaviour management approaches and strategies reflected in the School Behaviour Policy.

All staff *have a duty to report incidents of dysregulated behaviour using MyConcern and any physical assaults on staff must be recorded in the school accident book and reported to the Headteacher or DSP. If physical restraint/intervention is used then it must be recorded using a Restricted Physical Intervention form & near miss form. This will be signed by the headteacher and shared with the local authority.*

16. Anti-Bullying

At Pontnewydd Primary School we believe that our pupils have the right to learn in a supportive, caring and safe environment without the fear of being bullied. The school does not tolerate bullying of any kind. If we discover that an act of bullying has taken place, we act immediately to stop any further occurrences of such behaviour. While it is very difficult to eradicate bullying, we do everything in our power to ensure that all children attend school free from fear.
Our anti-bullying policy sets out how we deal with and report any incidents of bullying that might occur at Pontnewydd.

17. Race Equality

Here at Pontnewydd we want our children to be prepared to live happily in a modern ethnically diverse society where racism and xenophobia have no part to play. We do not tolerate racism and any incidents that occur are immediately dealt with as part of our anti-bullying procedures.
Our curriculum is designed to highlight the rich diverse nature of our society and our celebration of events throughout the year helps us to highlight rich diverse nature of our society and the immense and lasting contribution that ethnic minorities have had in shaping our world.

18. Photographing and Videoing Policy

As a school we believe that it is important for parents and carers to have the opportunity to celebrate and record the triumphs and successes of their children. However, tempered with this is the need to protect all our children and to ensure they are not put at risk or are exploited in any way. That is why we have a policy that sets out clearly when and how photographs may be taken in school.

Permission will be sought from parents for their children to having their photograph taken by any visiting photographers from national or local newspapers who occasionally visit the school to celebrate events, or from having their children's pictures included on the school website.
While pupils are allowed to bring a mobile phone to school, these must be kept in the teacher's office and be switched off during the school day. Failure to comply will result in the phone being confiscated and the pupil banned from bringing it to school again.

19. Transporting Pupils

Wherever possible, where pupils have to be transported for a sporting event or a school trip etc, approved coach companies will be used as outlined in our school visits policy. However, on occasion it might be necessary for pupils to have to be transported using the local secondary school minibus or in individual members of staff's cars.
If pupils are transported in the mini-bus, only drivers who have completed the minibus driving test and have the relevant insurance will be allowed to transport children. If children are being transported by car by a member of staff, then the driver must possess business use insurance and should always be accompanied by an escort.
Children below the height of 135cm must use a booster seat while being transported in a car. Booster seats are stored in the store cupboard by the main office.

20. Whistleblowing

The school has adopted Torfaen Council's whistleblowing policy and if members of staff have any concerns about the behaviour or intentions of any person within the school building

or grounds or within proximity of children, they have a professional duty to inform the Senior Management team accordingly. This can be done in writing or verbally, but staff should be prepared to discuss issues in the confidence that such matters will be dealt with sensitively and with the necessary degree of confidentiality.

21. "PREVENT" Duty

We recognise our duty to act to prevent pupils being drawn into terrorist activities under the Counter-Terrorism and Security Act 2015. This entails:

- Carrying out an assessment of the risks of this occurring in our School.
- Internet safety measures (see section 10).
- Awareness training for staff and governors.
- Referring concerns to the Torfaen Community Safety Team.

22. Operation Encompass

The school is part of Gwent Police Operation Encompass initiative. Operation Encompass is a police and school early information sharing partnership enabling schools to offer immediate support for children and young people experiencing domestic abuse in their homelife. Information is shared by the police with a school's Designated Safeguarding Lead prior to the start of the next school day if officers have attended a domestic incident at the child's home. This enables the appropriate support to be given to the child.
Children experiencing domestic abuse are negatively impacted by this exposure; domestic abuse has been identified as an Adverse Childhood Experience and can lead to emotional, physical and psychological harm.

Operation Encompass aims to mitigate this harm by enabling immediate support, making our pupils' day better and giving them a better tomorrow. Operation Encompass believes that children are victims of domestic abuse in their own rights and should be acknowledged as such.

23. Vulnerable Pupils

Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively at Pontnewydd Primary we make sure our approach remains child-centered. This means that we consider, at all times, what is in the best interests of the child. We work in a multi agency way understanding that no single professional can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

The school operates a first response system for absences. If we have not received notification of an absence of a child on the CP register and we are unable to contact the parents or carers then we will notify Social Services.

Even if the school has to move to a position of blended or remote learning, we will remain committed to supporting our vulnerable students and will take the following steps:

- Where vulnerable students are not in school/college we will ensure that phone contact is maintained by the school with all vulnerable pupils at least once per week.

- Where it is identified that a child or family are in need of additional support or guidance we will ensure that this is in place.

This may include extra phone calls, signposting and referring to other services. All interactions will be recorded and stored confidentially.

- All vulnerable children and families should be provided with a point of contact for support; this should be a school phone number or an actively monitored email account. Sharing of personal phone numbers and emails is to be avoided.

24. Fire Safety

The prevention of fire is of vital importance. It is the responsibility of all personnel to become conversant with the school's evacuation procedures and termly drills are held.
Upon outbreak of fire the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to look after the children and this will mean the evacuation of the building. No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person to risk. Staff should evacuate their children by the designated route, however, if this is blocked then they should evacuate their children by the nearest exit.

Keeping Our Children Safe

Mr Rowlands is our Designated Person for child protection.



If you have any concerns about one of the children then please speak to Mr Rowlands (Class 14).

Alternatively, if Mr Rowlands is not available, then please take your concerns to either:

Miss Rowland (Deputy Headteacher) or
Mrs Maloney (Headteacher)

This policy was first introduced on the 21/01/14

This policy was reviewed on the 7/7/26