

# What we do in school to keep your children safe

## ***‘Safeguarding is everyone’s responsibility, every day’.***

Our first and foremost priority is to keep your child safe and healthy. Keeping your child safe at Kibworth Primary means:

- The health and safety of all children
- Making sure that the adults who work here have undergone safety and security checks
- Protecting children from deliberate harm
- Being an anti-bullying school
- Being proactive against racist behaviour
- Being proactive against attempts to indoctrinate children in to any form of extreme ideology
- Protecting our children from harassment and discrimination
- A positive approach to behaviour management including the use of physical intervention safely, when necessary
- Meeting the needs of children with medical conditions
- Providing first aid
- Protecting children from drug and substance abuse
- Children enjoying safe educational visits
- Caring for children’s personal needs
- Keeping children safe when using the internet and making sure they are aware of cyber bullying.
- Making sure our school is secure and safe
- Being a ‘listening school’.
- Ensuring they know who to go in school if they have a problem

## ***Your child and their health & safety are our number one priority.***

We employ the following strategies to keep your child healthy and safe:

### ***Child Protection***

All staff receive appropriate training in Safeguarding and Child Protection to ensure that they are aware of the school’s procedures for child protection and their responsibilities. We have a written policy and procedures for safeguarding which you can find in our policies section. The Designated Teachers for Safeguarding are David Briggs ( Executive Headteacher), Gilly Paterson (Deputy Headteacher) and Danielle Marks (Assistant Headteacher).

### ***Recording and Reporting Racist Incidents***

Under the *Race Relations (Amendment) Act 2000* and *Home Office Code of Practice on reporting and recording racist incidents (2000)* schools are required to record and investigate all racist incidents and to report them to the Local Authority on a regular basis. Definition of a racist incident: as recommended in the Stephen Lawrence Inquiry Report 1999: ***‘A racist incident is any incident which is perceived to be racist by the victim or any other person.’***

### ***Preventing Radicalisation and Extremism***

In line with the DfE’s Prevent Duty advice (June 2015) we are committed to actively promoting the fundamental British values of democracy, the Rule of Law, Individual Liberty and Mutual Respect and Tolerance of those with different Faiths and Beliefs. Our core mission of diversity permeates all we do. We place a strong emphasis on the common values that all communities share such as self-respect, tolerance and the sanctity of life. We work hard to broaden our students’ experience, to prepare them for life and work in contemporary Britain. We teach children to respect and value the diversity around them as well as understanding how to make safe, well-considered decisions. We recognise that we have a responsibility to protect children from all forms of extremism and this forms an integral part of our Safeguarding Policy. This includes the use of internet filtering systems in school, to ensure children are safe from terrorist and extremist material when using the internet. If you have any concerns regarding radicalisation and extremism please contact one of our designated Safeguarding leads (David Briggs, Gilly Paterson and Danielle Marks at the school).

### ***If your child is ill***

Please keep them at home and notify us by 10am on the first day of any absence so that we know they are safely at home with you. We have a policy of contacting parents / carers if we haven’t received a message by 10am.

If your child becomes ill during the day they will be monitored and we will telephone you if we feel it is necessary to do so. Any cuts and grazes resulting from normal play in the playground will be dealt with by our first aid trained office staff, learning support assistants or mid-day assistants. Any bumps on the head will be reported to the child's teacher and parents / carers will also be notified. We ensure that several members of staff have First Aid certificates.

## ***Medicines***

If a child is receiving ongoing medication, parents are allowed to come into school by prior arrangement to administer this. Medication, it cannot be administered by school staff without prior written agreement: please visit the school office to discuss this. Medicine and tablets must never be given to a child to be brought into school. We will ask you to fill in an **Individual Medical Care Plan** if your child has medical needs. Please advise the school if there are any changes to your child's health which the school should know about.

## ***Jewellery***

For the sake of safety we request that jewellery should not be worn to school, with the exception of small stud ear-rings which must be removed for PE.

## ***Fire Drill***

Our fire bells are tested weekly and a fire drill is held each half term to ensure the swift evacuation of the building. If you are helping in school and the alarm sounds, please leave by the nearest exit and assemble in the nearest playground playground.

## ***Fire Safety***

Once a year the school welcomes representatives from the local Fire Brigade who come to talk to Foundation children about Fire Safety.

## ***Road Safety***

As part of our Travel Plan we have set a target to continue to increase the number of children walking and cycling to school. We ask parents / carers to support us and ease traffic congestion by walking your child to school, or by encouraging them to scoot or cycle; this provides an ideal opportunity to teach your child about road safety and traffic awareness. Zig-Zag lines are in force around the school so, if you do travel by car, please park well away from the school entrance for the sake of the safety of our pupils.

As part of the level 2 cycle training children in years 5 & 6 are taught how to cycle safely on quiet roads and about road safety awareness.

## ***Safety in the playground***

### Before and after school

Parents/carers are responsible for children in playground before 8:50 unless the child has attended Sunshine club.

Please do not allow your children to ride bikes or scooters once in the playground at the beginning or end of the school day.

### During school hours

We have very clear rules about behaviour and use of play equipment in the playground. Supervising adults are outside with the children every playtime and lunch time and additionally Playground Buddies are present in the Key Stage One playground to help ensure that playtimes are a happy time for children.

## ***No Smoking Area***

Our school building and grounds are a designated No Smoking area so we ask for your co-operation in extinguishing cigarettes before entering the site.

## **No dogs**

Please do not bring dogs onto the school premises.

## **Security**

The school always has security of pupils and staff in mind including:

- perimeter fencing and gates
- fenced Foundation area for our youngest pupils
- a sophisticated intruder alarm
- a modern effective fire alarm system
- door entry system for all visitors and staff
- all staff wear ID badges at all times
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## **Visiting the school**

Any visitors to the school must sign in and out as a visitor and wear their badge at all times. Our staff are trained to challenge anyone not following this practice, so we apologise in advance.

## **Gate Duty**

At the beginning of each day there is a member of staff at the gate to welcome children and make sure that children stay safely inside the school playground.

## **Drug Misuse, Sex and Relationship**

As part of the national curriculum we cover age appropriate sex and relationship education. All parents receive a letter before the subject is covered explaining the topic and how they are taught. Yrs 5 and 6 also cover drug misuse through various outside agency input (i.e: Police, Healthy Choices through Sport programmes, Community Officers)

## **Police**

Kibworth CE Primary School has taken the opportunity to join the Operation Encompass scheme which runs jointly between local schools, Leicestershire Police and Leicestershire County Council. Operation Encompass has been designed to provide early reporting on any domestic incidents that occur outside of school and might have an impact on a child in school. Operation Encompass ensures that a member of the school teaching staff, named a 'Designated Safeguarding Lead' or 'Deputy Designated Safeguarding Lead', is informed the next morning that there has been a domestic incident or if a child has been reported as missing. These school colleagues will be those who already have safeguarding responsibilities and are fully aware of the sensitive and confidential issues regarding such information. Through sharing this information with the Key Adult or Deputy Key Adult, the school can ensure that the child is supported in the most appropriate way during the school day. We are keen to offer the best support possible for our pupils and we believe this is going to be extremely beneficial for all those involved. For more information see [www.operationencompass.org](http://www.operationencompass.org)



Supporting children through key adults

## **Swimming**

In years 3 children go swimming once a week.. They are accompanied by several members of staff who remain poolside during the lesson and closely supervise the children in the changing rooms. The children are taught swimming by our trained staff and trained instructors.

## ***Risk Assessments and School Trips***

All school trips involve the undertaking of a risk assessment and our younger children wear high visibility tabards clearly identifying them as Kibworth Primary School pupils on all educational trips. All trips have risk assessments and all adults are appropriately briefed by the lead teacher before the trip commences. Please see our Educational Visits Policy for more information.



## ***Bullying***

It is the responsibility of the whole school to ensure that school is a bully free zone. We are proactive in promoting a caring and positive ethos between all members of the school community. We have an anti-bullying policy with very clear procedures in place in the event of an incident involving bullying. We follow the SEAL (Social, Emotional Aspects of Learning) scheme of work and every half term there is a new topic that the whole school focus on through circle time, discussion groups and school assemblies. Every year we focus on anti-bullying week through SEAL and involve the children in anti-bullying competitions.

We have a child friendly 'What do I do if.....' display in the dining hall that signposts children to appropriate adults to talk to should they be worried about an incident of bullying.

## ***Learning Mentor***

Our learning mentor (ELSA) sometimes works with individual children and small groups to help resolve friendship issues and also runs social communication groups for children who need support in this area.

## ***Cyber Safety***



E-Safety is taught alongside computer skills throughout a child's time at Kibworth CE Primary . We take cyber safety very seriously at Kibworth CE Primary. The school has clear rules for responsible Internet use which are displayed in classrooms and the e-learning zone. Each year during Safer Internet Week children watch videos and discuss safe internet behaviour using materials provided by the Police CEOP (available at [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)). We have filtering systems in place to prevent children at school accessing websites considered to be unsafe or inappropriate, and encourage parents and carers to be aware of the online material and websites that their children are accessing at home. At Key Stage 1 children learn the importance of keeping their personal details private and safe and how to behave politely and responsibly online. Children also learn to tell a trusted adult if they don't like what they see online. At Key Stage 2 these key safety messages are reinforced and through discussion and viewing videos of potential scenarios children will learn about how email and social networking sites work, how they can keep themselves and their friends safe in the anonymous internet world. If we become aware of issues relating to specific children we inform parents.