

# **Burlais Primary School**

## **Safeguarding Policy**

The United Nations Convention on the Rights of the Child (CRC) is at the heart of our school's planning, policies, practice and ethos. As a rights-respecting school we not only teach about children's rights but also model rights and respect in all relationships -  
Linked to Articles 3, 19, 32, 33 (CRC)

### **Introduction**

The Education Act 2002 (Section 175) states ***“All Schools, including independent school and Further Education Institutions have a statutory duty to operate in a way that takes into account the need to safeguard and promote the welfare of children”.*** The Local Authority and Governing Body must take into account guidance given by Welsh Government which includes guidance set out in the document **“Keeping Learners Safe” January 2022.**

The Governing Body of the school, together with the Senior Management Team, will have the responsibility of ensuring that arrangements are in place to meet the safeguarding needs of all pupils. All staff have access to the **“Keeping Learners Safe”** summary document which underpins the school’s safeguarding procedures and highlights key documentation to support safeguarding arrangements at Burlais Primary School.

### **Our Aims:-**

At Burlais Primary School we understand that everyone should share the same goals to keep children safe. We aim to do this through:-

- Creating and keeping our school a safe place to learn
- Identifying where there are welfare concerns and taking appropriate, prompt action
- Helping our pupils to understand how they can stay safe

### **Our Objectives:-**

- To stop unsuitable people working with our pupils
- To have safe practices in place and be confident in challenging poor or unsafe practice
- To identify when there is an issue or concern about a child’s welfare and take action
- To work in partnerships with parents and families
- To work in partnership with other services to promote safeguarding and well being

In order to ensure that we achieve our aims Burlais Primary School has a wide range of policies, practices and procedures which promote safeguarding. Roles and responsibilities are clearly defined within our documentation as follows:-

## **CHILD PROTECTION:**

### **Roles and Responsibilities:-**

#### **Governors**

The governing body has a designated governor for child protection and procedures are in place whereby:-

- Policy is reviewed annually and available to parents or carers
- Pupils are aware of who they can talk to at school
- Policies are in place to deal with reports against members of staff
- Induction procedures are in place for new staff members

#### **Headteacher**

The Headteacher will:-

- Undertake the role of Designated Senior Child Protection Officer
- Ensure that Child protection policies and procedures are in place
- Facilitate regular update training for all staff and governors
- Ensure all staff are aware of the Designated Senior Person(s) for child protection

- Ensure that all staff and volunteers feel able to raise concerns and understand what to do

## **School Staff**

School Staff will ensure that:-

- They are familiar with the policies and procedures and know how to respond to child welfare concerns
- Know how to access advice and support on how to keep learners safe
- Understand how to record concerns expressed by pupils
- Understand that information needs to be shared with the DSP
- Understand that in the absence of any senior staff member they may pass on their concerns directly to Social Services/Police via the telephone number on the staff notice board

## **Parents**

Parents are made aware via the School Prospectus that there could be an incident where the school may refer directly to Social Services should they have concerns of a child protection nature

## **Physical Contact with pupils/Restraint**

At Burlais Primary Physical Restraint should only be used as a last resort and it should be the minimum needed to achieve the desired result. All staff employed within the STF of the school plus members of the SMT are MAPA trained and aware of policies and practices around physical intervention. **(See Framework for Restrictive Physical Intervention Policy and Practice/Safe and Effective Intervention: The use of reasonable force/Inclusion and Support Circular 47/2006)**

## **Radicalisation**

At Burlais Primary School staff understand that radicalisation is the way some people come to support terrorism and violent extremism. Through training with PREVENT and knowledge of the Channel Programme staff understand how to recognise the signs that a child is at risk of radicalisation. All staff understand that any concerns need to be reported to the Headteacher who will contact the LA representative.

## **Appointments of Staff and Induction of Newly Appointed Staff and Work Placements**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff that are appointed to work in school have a criminal records search called a DBS check. This search highlights people who have a criminal record or if previous allegations have been made against them. If staff are found to have a criminal record the appointment is reconsidered by the Headteacher and the Personnel committee of the Governing Body. The LA is informed directly by the Criminal Records Bureau. **All LA safe recruitment procedures are followed including two written references.**

The Headteacher sits on all appointment panels. Safeguarding questions are included in interviews. New staff are inducted into safeguarding practices. Newly appointed

staff/students are assigned a mentor for the induction period. It is the responsibility of the mentors to familiarise new staff with procedures and policy, which affect the health and safety of all at school but especially the children

### **Induction of Volunteers**

Volunteers must also have Criminal Records Bureau clearance. For a brief activity, such as a school visit, which does not involve the supervision or close contact of children will under no circumstance be left alone with a child or group. For extended contact with children, when children may be left alone with an adult, or when an adult visitor may be in and around the school building a full DBS search will be conducted. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children. (Appendix 1- Staff Induction)

### **Welcoming Visitors**

It is assumed that visitors with a professional role e.g. social services or members of the police already have relevant clearance but the office will endeavour to check this before admittance is granted and a note made of anyone entering without clearance. Registering at the school office requires visitors to sign to indicate they have read Fire Procedures. All visitors to the school must report and sign in at the school office and are escorted to the area of school they are visiting. Visitors must wear a visitor badge at all times and sign out when leaving.

### **The Health and Safety Policy**

The school has adopted the LA Health and Safety Policy and has a supplementary document which supports its local arrangements. These policies are monitored annually by the health and safety committee of the school governors. (***See Health & Safety Policy***) Each term there is a fire drill that practices efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment. (***See H&S and Fire Risk Assessment File***). The school also has a detailed suite of Risk Assessments which cover school personnel, learning environment and educational trips/visits. (***See Risk Assessment File***)

### **First Aid**

In school there are always trained members of staff on site who volunteer to oversee first aid. There are a number of first aid kits situated in the first aid room and around the building. 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 record sheet is logged and placed in the accident file
- For minor injuries an accident form is completed and given to the class teacher to send home with the pupil

Following all head injuries and when a first aider considers further medical advice / referral is needed, parents / guardians are contacted by telephone or emergency services are contacted. Contact details for all pupils can be accessed via SIMS or in the folders kept in the school office

## **Administration of Medicines**

This school will work with parents and the School Health Service to support the regular attendance at school of pupils who need to take medication while at school. If a pupil has a long term medical condition the school will, in partnership with parents and with medical advice, draw up a health care plan to enable the pupil to participate as fully as possible in the life of the school.

The Headteacher, ALN Manager, staff of the school, parents, School Health Service and other professionals all have a role to play and the needs of children are best met when there is good communication between all parties.

Medication is administered on a voluntary basis by staff and therefore parents are asked only to request administration of medicine during school hours when it is absolutely necessary. If at all possible arrangements should be made for medicines e.g. antibiotics, to be taken out of school hours. **(See Administration of Medicines Policy.)**

### **Roles and Responsibilities**

The Headteacher and ALNCO will:-

- determine, in discussion with parents and with the School Health Service, whether or not the school is able to meet the medical needs of the pupil.
- ensure that staff who agree to administer medicine will receive support and advice on any necessary training from the School Health Service;
- regularly inform parents of the school's policy;
- ensure that **all** teaching, support staff and supply teachers who may need to deal with a medical emergency arising from a child's medical needs know the child's needs and the procedures to be followed;
- arrange the secure storage of medicines.
- arrange for the provision of protective disposable gloves to be used by staff when dealing with spillages of body fluid or when disposing of dressings/nappies.
- arrange for safe process to protect staff and pupils when changing pupils. **(See Intimate Care Policy.)**

### **Role of Staff**

It is recognised that the administration of medicines by staff is a voluntary activity which staff undertake for the welfare of pupils in this school. Parents are required to complete an administration of medicine request form.

Staff who administer medicines will:

- check the pupil's name, date of birth, prescribed dose and expiry date of medicine before administration;
- check the completed **administration of medicines form** to record details of medicine given;
- ensure that parent/carer is informed if a pupil refuses to take medicine;
- return any unused medicine to parent;
- follow basic hygiene procedures and wear protective gloves when dealing with spillages of body fluid or when disposing of dressings;
- if there is any medical concern about a pupil, parents/carers will be contacted immediately.

## **Role of Parents**

The cooperation of parents is sought to ensure that the child's safety and welfare is foremost. For this reason, non-prescribed medicines will only be administered in exceptional circumstances with agreement of the Headteacher. No aspirin will be administered. If the Headteacher is concerned about giving the medication requested advice will be sought from the School Health Service.

It is very important that parents provide the school with sufficient relevant information about their child's condition e.g. if there are any side effects of taking particular medication, if any precautionary measures need to be taken prior to physical exercise etc.

Parents should:

- complete the administration of medicines request form if they wish medicine to be administered at school;
- bring medicines to school in the original container, clearly labelled with the pupil's name and date of birth;
- give written instructions preferably from the G.P;
- ensure that if more than one medicine needs to be given, each is in a separate container;
- ensure that the school has a contact telephone number.

For matters of an intimate nature staff are informed to deal with a child with utmost sensitivity and always to seek guidance from the Headteacher/ALN Manager or Deputy. 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.

## **Health Care Plans**

If a child has a medical condition that require careful management, the Headteacher/ALNCO will consult with parents and with the school doctor and then draw up a Health Care Plan in consultation with all relevant parties.

The plan will be a written agreement with the parent and will set out for staff, parents and pupil, the help that the school can provide and receive.

The Headteacher/ALN Manager will be responsible for initiating a joint review of the Health Care Plan at least once a year or sooner if the medical needs change. Parents are responsible for informing the school if medical needs change.

## **Educational Visits**

All school visits must be planned in advance and risk assessments submitted to the Headteacher and/or LA (depending on visit category) for approval.

Whenever possible pupils will be encouraged to participate in school visits even if on medication. In certain circumstances parents may be asked to assist the school by accompanying the pupil on the visit. If the Headteacher is concerned about whether or not the school can provide for the child's safety or the safety of other pupils then advice will be taken from the School Health Service or the child's G.P. (**See Educational Visits Policy.**)

## **Sporting Activities**

All pupils are encouraged to take part in Physical Education and games; for most children physical activity is of benefit for the child's social, mental and physical health. If there are any restrictions on a pupil's ability to participate in Physical Education these should be included in the individual Health Care Plan.

If children need to take precautionary measures before or during exercise and/or need to be allowed immediate access to their medication, staff will be made aware of this. Staff who are supervising sporting activities will be made aware of emergency procedures.

## **Site Security**

Burlais Primary School is controlled by precise management directives, 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. In order to keep our children safe:-

- Doors should be closed to prevent intrusion but to facilitate smooth exits.
- Visitors, volunteers and students must only enter through the main entrances and sign in at the school office.
- Children will only be allowed home with adults with parental responsibility or confirmed permission.
- Any child leaving during the day must be signed out of the building by a member of staff
- Empty classrooms should have closed windows.
- Pupils are instructed not to open doors to any body

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 in order for parents and police to be informed of the circumstances. Parents are asked and regularly reminded through newsletters and door signs not to ask a child to open a door for them but to ask to call an adult. (***See Security Policy and Traffic Management Policy.***)

## **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 school has a policy of phoning home to ascertain each child's whereabouts.

The school works closely with the Local Authority's Education 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. (***See Attendance Policy.***) If a child is collected early at the end of a school session for various reasons the adult must sign the register at the school office.

## **The Design of the Curriculum**

The curriculum deals with safeguarding in two ways. Firstly, in subjects such as RVE & RSE where relevant issues are discussed with the children. Topics include such themes as

Substance Misuse, 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 and Design and Technology. At all times there has to be appropriate staffing levels and when the curriculum is taking place 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 the Headteacher.

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

### **Internet Safety**

All staff are required to sign a record indicating they have read and understood the internet safety policy. (***See Safe Use of Internet Policy***)

Children should be encouraged to use the internet as much as is possible, but at all times in a safe way. Parents are asked each year if they agree to their child using the internet. 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 Headteacher without delay. Pupils are given frequent reminders about e-safety and cyber bullying.

### **Equal Opportunities**

At Burlais Primary School we try to ensure that everyone is treated fairly. All children are given equal access to the school and its curriculum and all at Burlais Primary School are considered equal in the learning partnership regardless of any additional learning needs, class, ethnic group or ability. When children have special needs we make arrangements to inform parents and design specific programmes.

Children with disabilities must be able to take a full and active part in every lesson and every measure must be taken to ensure this. Our school motto is "Working together, Learning Forever" and we promote inclusivity. (***See Equal Opportunity Policy.***)

### **Positive Behaviour Education Policy (Rights & Responsibilities)**

Good behaviour is essential in any community and at Burlais Primary School we have high expectations for this. Although the emphasis is always on the positive there are also times when children have to be disciplined in order to maintain the safety and security of all children.

There are numerous rewards available to children:

- Positive praise
- Showing another teacher good work
- Certificates
- Notes home to parents

But the sanctions range from:

- A telling off / reprimand
- Being given a TIME OUT
- Being removed from the class
- Loss of playtime
- Reporting to a senior member of staff
- A letter home
- Exclusion

Physical contact is discouraged, however, due to the nature of some of our pupil, restraint may be required. The school has a policy on the **Use of Restrictive Physical Interventions for the Management of challenging Behaviour.**”

-

### **Anti Bullying Policy**

In our school policy we define bullying as:-

**‘Behaviour by an individual or group, usually repeated over time, that intentionally hurts others either physically or emotionally.’**

The school’s response to this is unequivocal:-

Adults must be informed immediately and action will take place.

Children are told that silence is the bully’s best friend. Although bullying in this school is rare the school always acts swiftly with a process of investigation, communication and action. Bullies will not be tolerated. **(See Anti-bullying Policy.)**

### **Racial Tolerance**

Along with the equal opportunities statement there is reference to Race Equality in our School Prospectus.

Racism is tackled in both the RVE and in the SRE curriculum. We want our children to be prepared for an ethnically diverse society. The school will work hard to promote racial equality and harmony by preventing and challenging racism. If anyone ever feels unjustly treated, then the school welcomes and values a response. The children take part in discussions designed to raise awareness and address prejudices. From time to time visitors work with the children on equality issues. The school has adopted LA guidance for reporting racial incidents.

### **Photographing and Videoing**

There has been a lot of controversy recently about adults photographing and filming young people. At Burlais we have adopted the following guidelines:-

- At the start of each academic year parents consent to school taking photographs by signing a permission slip at Parents’ Evening or upon entry to school.
- School photographs that are for use outside of school are anonymous unless specific permission has been received from parents.
- Parents are not allowed to video or photograph school concerts, however they are allowed to photograph their own child at the end of the concert

## **Whistleblowing and Complaints**

If members of staff ever have concerns about the behaviour or intentions of any person within the building, school grounds or within proximity of children, 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.

The school has a current **“Whistleblowing Policy”**.

The school has adopted the **Local Authority’s Complaints Policy (see policy)**. . Pupils are also made aware that they too have a complaints process. Mr M. Bowen and Miss C. Rowe are the designated members of staff for pupil complaints. **(Appendix 3 – Pupil Complaints Policy)**

All policies mentioned are available from the school office, staffroom and can be found on the school website.

This policy will be reviewed annually or earlier if legislation and/or guidelines change.

**Policy Date: July 2016**

**Reviewed September 2025**

Appendix 1

**BURLAIS PRIMARY SCHOOL**

**Staff/Student Induction**

	<b>Induction task to be completed</b>	<b>✓</b>
1.	Tour of work area and welfare facilities	
2.	Introduction to supervisor and colleagues	
3.	Action to be taken on discovering a fire or hearing alarm (no attempt to extinguish fire)	
4.	Fire warning system explained	
5.	Evacuation procedure :- Stop work and work equipment Leave building by the nearest safest exit Do not stop for personal belongings Do not run or panic Do not re-enter the building until the all clear signal is given	
6.	Emergency exits identified	
7.	Show the locations of the fire assembly points	
8.	Explain the importance of keeping fire exits/ and corridors clear of obstruction	
9.	Accident reporting procedures explained (all accidents must be reported)	
10.	Shown the location of first aid facilities and introduced to first aiders	
11.	Briefed on the company's health and safety policy	
13.	Policy on manual handling	
14.	Specific instructions for use of electrical and mechanical equipment hazards explained including PPE	

<b>Staff Member Name :</b>	<b>Signature :</b>	<b>Date :</b>
<b>Workplace Trainer Name :</b>	<b>Signature :</b>	<b>Date :</b>

**BURLAIS PRIMARY SCHOOL**

**PUPIL COMPLAINTS LEAFLET**

As a pupil you can make a complaint about any matter concerning your school. By law your school must have a procedure for dealing with complaints from many people including parents and pupils.

**Remember -**

- A complaint is more than just a moan or a suggestion for change/improvement.
- A Complaint is taken seriously and there are set procedures the school must follow.

**Where to find the Complaints Procedure**

If you want to make a complaint, ask a member of staff for a copy of your school's complaints procedure. It will explain how you go about making your complaint. You can also ask the person named in the procedure as a contact point to find someone to help you make your complaint and guide you through the process. Mr Bowen/Miss Rowe are the school's designated members of staff who listen to pupil complaints.

**Some things you could complain about are:**

- an event – such as a school trip
- anything about your school life – such as homework, school uniform
- school services – such as school meals or the school bus service
- the behaviour of an individual(s) – for example another pupil or member of staff
- something that affects you as a pupil - such as bullying
- something that has happened outside school but which is connected to the school – such as the behaviour of pupils on a school bus or in the street.

These are only some examples. There may be other things you want to complain about.

**Privacy**

All complaints will be kept private. This means that normally it will not be discussed with anyone without your consent. However, there are some circumstances where a complaint has to be shared with other people, especially if it means you or another child is in danger of being hurt. If this is the case this will be explained to you.

**Making a complaint**

When you make a complaint please remember that:-

- Everything you say will be listened to,
- You will be asked questions to make things clear,
- You will be dealt with fairly,

- Your parents/guardian/carers will not be told you have made a complaint without your agreement,
- Your complaint will follow the procedure your school has in place with your agreement,
- You will be allowed to have someone with you to help if you wish. This could be a parent, friend, relative or someone else,
- You will be told how your complaint is progressing,
- You will be told the outcome and given a letter confirming this.

### **Things for you to consider when making a complaint**

- Is your complaint about something which affects the whole school, a group of pupils or an individual pupil? Could you ask the School Council to consider it?
- Could you solve the problem in any other way by talking to your class teacher, support assistant or someone else in school?
- If you decide to ask the school council or an individual member of staff to take up the matter but you are not satisfied with the results you can still use the school's complaints procedure.

### **Other involvement of pupils**

You could be :

- A pupil who is being complained about, or
- A pupil who has seen something happening that is being complained about.

In these situations:

- Everything you say will be listened to,
- You will be asked questions to make things clear,
- You will be dealt with fairly,
- You will be allowed to have someone with you to help if you wish – a parent, friend, relative or someone else.

### **Remember:**

- Most complaints can be dealt with if you tell someone.
- All complaints made to the school are treated seriously.
- Malicious or spiteful complaints that are found to be untrue will be punished.