

# Manor Park

## Primary School



### Child Safety Policy

DATE OF LAST REVIEW:	SEPTEMBER 2022
REVIEWED BY:	SAFEGUARDING TEAM
SHARED WITH STAFF:	DECEMBER 2022
SHARED WITH GOVERNORS:	DECEMBER 2022
FREQUENCY OF REVIEW:	ANNUALLY
DATE OF NEXT REVIEW:	SEPTEMBER 2023
DESIGNATED SAFEGUARDING LEAD FOR CHILD PROTECTION:	MRS J O'CONNOR, HEADTEACHER
DEPUTY DESIGNATED SAFEGUARDING LEAD:	MISS B HODT, DEPUTY HEADTEACHER MRS D PERKINS, LEAD LEARNING MENTOR MRS J HAINES, LEARNING MENTOR
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We believe that the health and safety of children is of paramount importance.

The following measures have been put into place to ensure the safety of all children in school.

### **Collection of Children**

- Parents are asked to provide emergency contact numbers together with their work details, telephone numbers and mobile numbers.
- Parents must state if there is any person who does not have legal access to the child.
- Contact details, including emergency numbers are kept on SIMS.

### **EYFS and Key Stage 1**

- Parents are informed that their child is only permitted to leave with their usual collectors. Staff may take steps to verify the identity of any unknown collectors; this will be done by either questioning the child and/or calling parents. If you require your child to be collected by a sibling under the age of 16 years, a consent form will need to be filled in (see appendix A). Under 16 collector consent forms can be emailed to you upon request by the school office.
- Parents are requested to notify staff of any changes in their child's collection routine, either by telephone call or email to the school office.
- Nursery parents are requested to enter the building to collect their child from their key person in their group area.
- Reception and Key Stage 1 Parents wait on the playground outside their child's classroom at the end of the school day where staff hand children over to them.
- If a child is not collected for any reason, the class teacher takes the child to the school entrance hall to await collection. Office staff will then contact the parents/carers. A member of SLT takes responsibility for the child until they are collected. In the event of non collection of a child by 4.30 pm, the Headteacher or member of SLT informs the area Children's Services Team.
- Parents collecting children during school hours need to report to the school office before being accompanied to collect their child. Children need to be signed out at the Office if leaving for any reason during the school day. This must include time, date, reason and person collecting the child.

### **Key Stage 2**

- Children are dismissed from their classroom by their teacher at the end of the day. Work is done with children in school about the importance of going home directly if they are unaccompanied and otherwise waiting on the school premises until their parents arrive. Parents who are collecting children wait inside the school gate.
- Two members of staff are on duty each day and are based by the gates to ensure children leave the site safely.
- Any uncollected children are taken to the school office where their parents are contacted.

## **Extended Provision**

- Parents are asked to notify staff of any changes in collection routines and if they are collecting their child early.
- Foundation Stage and Key Stage 1 children are taken to and collected from their classrooms by extended provision staff at the beginning and end of their extended sessions.
- Key Stage 2 children make their own way to the provision from their classrooms. If a child does not turn up for their after school session and they have attended school that day staff will contact parents to inform them that they have not attended and ascertain the reasons why.
- Parents can gain access to the building by ringing the doorbell and speaking to a member of staff.
- Parents are given a mobile phone number to use if they need to contact staff during out of school hours.
- If a child is not collected the manager will take responsibility for the child and contact parents or named persons on the child's records.
- Extended school staff have a direct telephone line and hold numbers of SLT for use in an emergency. There are a minimum of two staff on site at any particular time.

## **Missing Child**

If a child goes missing from school:

- The Headteacher is notified immediately. At times when the Headteacher is not available the Deputy Headteacher or member of SLT is called. At times when SLT are not on site such as during extended provision sessions or holiday club the designated member of SLT taking responsibility for the school during this period will be called.
- The person in charge will carry out a thorough search of the building and grounds.
- The register is checked to make sure no other child has gone missing.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- The person in charge talks to staff to establish what happened.
- If the child is not found the missing child is reported to the police and the parents are contacted.

If a child goes missing from an outing where parents are not attending and responsible for their own child set procedures are followed.

- As soon as it is noticed that a child is missing staff on the visit carry out a headcount to ensure that no other child has gone missing. One member of staff searches the immediate vicinity but does not search beyond that.
- The Headteacher is notified immediately and makes way to the venue to aid the search wherever possible, to be the point of contact for the police and offer support to the staff.
- Staff take the remaining children back to school.
- Staff contact the police using a mobile phone and report the child as missing.

- The Headteacher or person in charge of the visit contacts the child's parents who make their way to the setting or outing venue as agreed.
- The Headteacher or SLT member carries out a full investigation taking written statements from the staff present at the time to produce a written incident report.

Risk assessments are reviewed together with relevant policies to draw a conclusion as to how the breach of security happened.

- If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of investigation, including interviewing staff. Social Care may be involved if it seems likely that there is a child protection issue to address.
- The incident is recorded in the incident book. The local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.

### **Outings and Visits**

- Parents are required to complete a form giving permission for their child to be taken off site. This form includes medical details and emergency contact numbers.
- The following items are taken on a trip:  
Electronic copies of consent forms  
First aid bags  
Inhalers and any other relevant medication  
Change of clothes /sunhats and sun cream if appropriate  
Fresh drinking water  
Sick bucket if using a form of transport
- Risk assessments are carried out before any visits and include transport arrangements. Reputable companies supplying vehicles fitted with seatbelts are used for all visits.
- A member of staff who is a qualified first aider accompanies the visit.
- Staff are made aware of the Missing Child Policy procedures.

### **Emergency procedures to be followed when taking children off site:**

- All electronic consent forms with contact details to be carried by staff.
- In the case of an emergency a member of staff is to notify school immediately, giving clear details of the situation and any relevant information from the consent forms.
- A senior member of staff from the school will then contact the parents/carers concerned and keep them informed of the situation.
- In the case of a missing child the Headteacher or member of SLT will make their way to the venue to aid the search. Procedures will be followed as in the Missing Child Policy.

## **Risk Assessments**

- Prior to any educational visit out of school, staff make detailed plans including visiting the venue themselves, checking transport to be used and completing a risk assessment.
- Visits are categorised according to the level of risk which they present, the appropriate forms are completed and are submitted on EVOLVE and passed to the EVC/Headteacher for approval.
- Children are involved in any safety checks made by staff. Their attention is drawn to any potential risks prior to and during the visit and precautions they can take to keep themselves safe.
- Regular risk assessments are made by staff including the SSO and the Governing Body to ensure that premises and equipment used by children are safe, with any damaged equipment removed from use.

## **Handling and Physical Restraint**

- All staff, volunteers and students are expected to use positive strategies for handling any inconsiderate or inappropriate behaviour by helping children find solutions in ways which are appropriate for the children's ages and stages of development. Physical punishment such as smacking or shaking is never used and children are never threatened with these.
- Physical restraint such as holding is only used to prevent physical injury to children or adults and/or serious damage to property. Any incidents where physical restraint has been needed are referred to the Headteacher and Local Authority.

## **Sick Children**

- We recommend that no child attends school while suffering from one of the communicable diseases and they should be excluded for the minimum periods recommended.
- Should a child become ill or has a bump to the head whilst at school the child is sent to the school office staff who then contact the parents.
- A child or member of staff who is sick or has diarrhoea should be kept away for 48hrs following the last bout of sickness or diarrhoea. Diarrhoea is defined as 3 or more liquid or semi-liquid stools in a 24 hour period. Diarrhoea and vomiting can have many different causes (including medical conditions, side effects of medications) and may not always be infectious. Children may return to school if it is deemed their diarrhoea and vomiting is not infectious.
- To prevent the spread of conjunctivitis, suspected cases will be reported to parents who will be requested to take their child to be seen by a doctor. The child may return to school once treatment has started.
- Parents are requested to inform the school if their child is not well enough to attend.
- If a child has a notifiable disease, or two or more children have food poisoning the Local Health Protection Unit will be notified.
- Should the staff consider the illness/situation warrants immediate medical attention, the emergency services will be contacted to take the child directly to hospital. The parent//carer will be notified accordingly.

## Appendix A



### Manor Park Under 16 collection consent

I the parent/carer of.....(child's name and class number) give consent for.....to collect their younger sibling from their classroom or after school provision. I understand that by signing this consent letter, I take full responsibility for my child and any incidents that should occur once they have left the school.

Parent/carers signature.....

Date.....