



## SAFEGUARDING POLICY Sept 2025

Every child has the right to be happy and secure at school. Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. Parents and carers need to feel sure that the people in charge of their children within the school community are trustworthy, responsible and will do everything they can to keep their child safe from harm.

This policy applies to all adults, including volunteers, working in or on behalf of the school. All staff and volunteers will:

- fully comply with the school's policies and procedures
- attend appropriate training
- inform the designated person of any concerns

CYPES has a comprehensive list of safeguarding policies that can be found at:-

<https://www.gov.je/government/departments/educationsportculture/pages/policies.aspx>

All staff should have this link saved on their desktops and it is displayed in the school staff room along with a copy of the CP and DP Policies.

### PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT

Our prime aim at Springfield is to safeguard and protect children and to promote their welfare. In order to ensure that we do this effectively, agreed procedures and standards of practice are followed and met. Any cause for immediate concern must be reported to the Head teacher or Deputy. Written record must be completed immediately. **DO NOT WAIT UNTIL THE END OF THE SCHOOL DAY.** Health and Safety concerns should be communicated immediately to the school caretaker.

The Children Act 1989 placed a duty of care on all local authorities to consider the children's needs as a priority in their dealing with children and their families. The 2004 Children Act encourages proactive systems and responses in addition to reactive practices.

For teaching staff, the duty of care is set out in the School Teachers' Pay and Conditions document. Linked to this duty of care, staff also have a duty to act in loco parentis in the manner of caring and reasonable parents. This applies to all children in their charge or for whom they are responsible at any time. **All staff** who have contact with children have a responsibility to safeguard & promote welfare.

With all staff, both teaching and non-teaching, in daily contact with children, we can be the first point of disclosure for a child. It is essential that the school procedures should be followed whenever a concern about the welfare & safety of a child is expressed. Young people living in a needy or abusive environment are unlikely to achieve their full potential. We are proactive and committed to identifying and supporting these children.

Everyone working in the school has an important part to play in helping to safeguard children. It is important that all staff are aware of our school's procedures and how they should make a referral when they are concerned about a child's welfare.

### **Child Protection**

CYPES policy and the school policy is held in the staffroom.

Teachers and other adults in school are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, pupils, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or school staff being alerted to concerns.

The designated adults for Child Protection are Headteacher, Mr Mal Robson and Deputy Head Miss Anthea Carroll. There is a detailed Child Protection Policy see above. The Child Protection policy should be referred to by staff for more detailed information and guidance.

It is the Headteacher's responsibility to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately and staff have had appropriate child protection training, which is updated at least every two years.

We recognise that some children may be especially vulnerable to abuse. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at school, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our pupils.

Accurate records will be kept and will clearly distinguish between observation, fact, opinion and hypothesis. All records are placed on the schools information system and concerns will be considered by the Headteacher on an individual basis. Where necessary, concerns will be referred to C+FH to assess and action an appropriate response.

A record of children involved with Social Services including date of opening and closing, named Social Worker is kept. All notes are filed in chronological order in separate files within cabinets, a chronology is kept where appropriate

## **Appointments of staff and induction of newly appointed staff and work placements**

All staff that are appointed to work in school are in line with Department of Education Policy and Safer Recruitment and 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. CYPES is informed directly by the Disclosure and Barring Service.

Safe 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. The Headteacher or Deputy Headteacher sits on all appointment panels where the candidates are external applicants.

New staff are inducted into safeguarding practices. Copies of CP certificates are kept electronically. Newly appointed staff 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.

### **Attendance**

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone or the absence reporting feature on SIMS immediately. If there is no notification, school has a policy of phoning home to ascertain each child's whereabouts. Where children on roll at a school do not attend, and this school has made the usual enquiries, they should refer the case to the EWO. An attendance plan will then be formulated.

The school works closely with the EWO whenever a child's attendance and punctuality causes concern. Positive measures are put in place to encourage children to attend regularly and punctually.

### **Behaviour**

Good behaviour is essential in any community and at Springfield School we have high expectations for this. We aim to promote positive behaviour, rather than merely deterring anti-social behaviour. The school rewards positive behaviour as it believes that this will develop an ethos of kindness, caring and co-operation. Although the emphasis is always on the positive there are also times when children have to accept consequences in order to maintain the safety and security of all children and staff.

Please refer to the Behaviour policy for further information and guidance.

## **Counter Bullying**

Bullying is deliberately hurtful behaviour that is repeated over a period of time, making it difficult for the person concerned to defend themselves. This can take the form of name-calling, violence, threatened violence, isolation, ridicule or indirect action such as spreading unpleasant stories about someone.

The school works hard to ensure that all pupils know the difference between bullying and simply "falling out".

Please refer to the Counter Bullying policy for further information and guidance.

## **First Aid**

The school has many qualified first aiders. There are a number of first aid kits situated around school, including the classrooms of qualified First Aiders. Each class has a First Aid cupboard, labelled with a white cross on a green background. Inside, gloves and plasters are kept. The cupboard door also lists medical information for the pupils in that class. When a child is seriously unwell, 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 is logged in the accident book
- for head injuries a Head Note is issued and parents contacted
- if there is any doubt at all a parent is contacted
- if an injury requires Accident and Emergency treatment an accident form is completed and sent to CYPES straight away

## **Induction of Volunteers**

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. References for volunteers are stored in the Headteacher's office.

## **Internet safety**

*See acceptable user policy*

Children should be encouraged to use the internet appropriately, but at all times in a safe way. Parents are asked to sign an acceptable user policy agreeing to their child using the internet. Pupils must never be left unattended whilst online and teachers should ensure that this does not happen. The content which children access on the internet is the direct responsibility of the teacher. Therefore all teachers must check content before allowing access. If teachers know of misuse, either by a teacher or child, the issue should be reported to the Headteacher - Mal Robson, without delay. All teachers and adults who work at school must sign the AUP before accessing the internet.

The Head Teacher has overall responsibility for internet safety. The ICT co-ordinator and ICT technician have direct access to all email addresses and passwords. The filter system reports any searches of concern each day this is checked daily and recorded.

Parents have the opportunity to attend CEOPS information evenings about internet safety. Pupils throughout the school receive lessons outlined by CEOPS. These should be revisited regularly, particularly with regard to new intakes of children, and should permeate the curriculum.

Children and teachers are asked to sign an AUP to use the internet at school.

### **Mobile phones**

Pupils are permitted to bring mobile phones to school for reasons such as travelling to school unaccompanied. However, it is made clear to pupils and parents that there is an expectation for these to be switched off during the day. They are to remain in pupils' bags all day. Any child found using a mobile phone in school will have it removed by the member of staff until the end of the day and parents will be informed.

### **Partnerships with outside agencies**

Springfield School recognises that it is essential to establish positive and effective working relationships with external agencies such as Social Services, Educational Psychologists, EWO's and Children's Services. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

### **Photographing and videoing**

Occasionally we may take photos of the children at school. We may use these images within classrooms, in corridors and in our school's information booklet or in other printed publications, as well as our website. We may also make video or web cam recordings of school events such as residential trips or assemblies. Parents are asked to keep any photographs they take of their children in school to personal use only. Parents are reminded at each event that photographs of school children should not be uploaded to social networking sites, such as Facebook.

From time to time, our school may be visited by the media who will take photographs or video /film footage. Pupils will often appear in these images, which may be used in the JEP or on televised news programmes. School photographs that are for use outside of school are anonymous unless specific permission has been received from parents.

Parents are asked to sign a consent form upon entry to school stating whether they give permission for such photographs and videos to include their son or daughter. Conditions of use of photos and video footage are clearly stated on the back of the consent form. Teachers are informed of pupils who do not have parental consent.

## **Pupil Information**

Up to date and accurate information is kept in order to keep children safe and provide appropriate care for them. This is stored centrally in the office in a locked / secure filing cabinet. This information will be shared with leaders if a child is 'at risk'. Any paper work including personal information / data should be destroyed appropriately and placed in the bins for shredding. Pupil information may also be stored on the school tracking system. Parents of pupils with data stored in this way have signed to give permission, in line with the Data Protection Law (2005) and Retention Schedules are complied with.

## **Social Equality**

The school will work hard to promote social equality and harmony by preventing and challenging and discrimination. Issues are addressed in both the RE and in the PSHE curriculum. The children take part in discussions designed to raise awareness and address prejudices.

## **School Security**

Springfield School provides a safe and secure environment for pupils and staff to work in. However, the school 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.

Therefore:

- Apart from the main entrance, all other entrances should be locked throughout the day
- visitors and volunteers must only enter through the main entrance and after signing in at the office
- staff sign in / out each day on a board by the school office
- children will only be allowed home with adults with parental responsibility or confirmed permission
- children should never be allowed to leave school alone during school hours, and if collected by an adult, signed out
- staff should challenge unidentified / unknown people on school premises
- adults and parents visiting the school should use staff toilets only and not children's toilets
- staff are responsible for locking doors and securing windows in their classroom at the end of the school day

Should a child leave the school premises without permission, then the SLT must be informed immediately. Parents will then be informed of the incident and the police if necessary.

### **School trips**

Pupils may be taken out on visits to enhance their learning. These trips should be carefully planned for to minimise risk and safeguard our pupils. The following guidance should be followed:

- the minibus may only be driven by a minibus qualified member of staff
- ratios for visits must be maintained at all times - 1:6 for KS1 and 1:12 for KS2
- booster seats appropriate for a child's weight must be used for children in KS1 (parents have received a letter of guidance about this)
- parents used to help with transportation must be police checked and hold fully comprehensive insurance. Parents of all children have to have agreed to this arrangement
- a first aid kit and mobile phone must be taken on all trips
- a risk assessment and visit form must be handed to the Head Teacher a minimum of one week before any visit for approval and to be signed off.
- Risk assessments are stored on the Teacher Shared area

### **Travelling to and from school**

Some older pupils walk or cycle to school unaccompanied by a parent or carer. If this is the case, a letter must be written by the parent to the school explaining this.

### **Welcoming visitors**

Any visitors to the building must be signed in and out of the school building at the office, they will be given a visitors badge if they do not already hold one. They should enter the school building by the main entrance only. All staff wear identity badges. Children are reminded to ask any visitor who is not wearing a badge to go to the office to collect one

### **Whistleblowing**

<https://www.gov.je/government/departments/educationsportculture/pages/policies.aspx>

If members of staff ever have any concerns about people working, paid or unpaid, 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.

### **Monitoring and review**

It is the responsibility of the SLT (Senior Leadership Team) to monitor the effectiveness of the Safeguarding Policy through continual self-evaluation and review.

The SLT will ensure that:

- the school has a child protection policy
- all other linked policies are kept up to date and shared with staff
- the school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children;
- the school has procedures for dealing with allegations of abuse against staff and volunteers
- a senior member of the school's leadership team is designated to take lead responsibility for child protection (and deputy in their absence)
- staff undertake appropriate child protection training

## Appendix 1

### Definitions

As in the Children Acts 1989 and 2004, a child is anyone who has not yet reached his/her 18th birthday. Harm means ill-treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another; Development means physical, intellectual, emotional, social or behavioural development; Health includes physical and mental health; Ill-treatment includes sexual abuse and other forms of ill-treatment which are not physical.

Abuse and Neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm or failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them, or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Physical Abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child.

Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Emotional Abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food and clothing, shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate caretakers)
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

# Springfield School Safeguarding Procedures

(If in any doubt please ask)

## My Concern:

- To record any conversation with a parent or professional
- Concerns of neglect: e.g.
  - Poor lunchbox
  - Dirty uniform
  - Unclean
  - Tiredness

Class teacher contacts parents about the concern and records their response in chronology

DSL decides whether to contact parents, Education Welfare officer or Children's Hub

CHILDREN'S HUB ENQUIRY Form submitted

## Immediate reporting on My Concern:

- If a child makes a disclosure
- If you have reason to believe a child is at risk of harm

## TED:

1. Use the following language:

- Tell me about ...
- Explain what ...
- Describe how ...

Write down all the information as soon as possible

Immediately pass on to the Designated Safeguarding Lead: Mal Robson or the Deputy Safeguarding Lead: Anthea Carroll if these people are not available pass on to Key Stage Managers: Theresa Gregory/Danielle Callec/ Heidi Green

DO NOT KEEP HOLD OF THIS FORM/INFORMATION - PASS ON IMMEDIATELY

DSL takes responsibility for the concern (make sure all parts of the form are complete)

CHILDREN'S HUB team informed: 519000  
CHILDREN'S HUB ENQUIRY form completed and parent's permission is sort to submit enquiry

Children's Hub team either assign a Social Worker or send back a response with a list of recommendations, which HAVE to be followed

# Safeguarding at Springfield



If you have any concerns or worries about anyone at Springfield School, please speak to a lead member of the Safeguarding Team

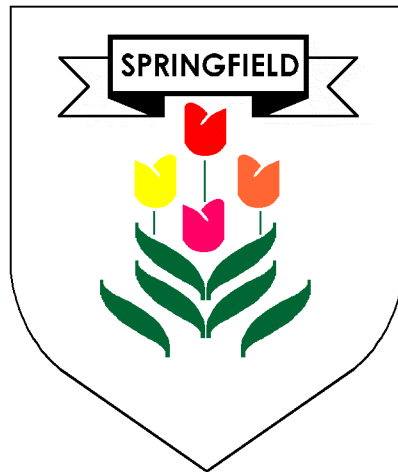


Mr Robson



Miss Carroll

# Safeguarding



Springfield School is committed to Safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

The Health & Safety of all children is paramount.

Parents and carers expect the school to provide a safe, secure and caring environment in which their children can flourish. To meet this expectation, the School implements a wide range of measures and policies, including the School's Safeguarding & Child Protection policy and Health & Safety policy. Details of these policies can be found in the Policies section of the website.

**The named Safeguarding & Child Protection officer for Springfield Primary School is Mr Mal Robson**

**The Deputy Safeguarding & Child Protection officer for Springfield Primary School is Miss Anthea Carroll**

# Staff Safeguarding Policy Statement

## Springfield Primary School



### **The Welfare of our Children is Paramount.**

Child protection concerns override all other considerations including confidentiality and data protection where a child is perceived to be at significant risk of harm. Our priority is **the care and welfare of the child**.

### **At Springfield, it is our duty to advise fellow practitioners and parents on:**

- good practice in supporting the individual needs of children,
- relevant policies and procedures,
- legislation,
- our responsibilities and duties to report any issues of concern.

### **Springfield Staff will:**

- Keep up to date with procedures
- Attend basic child protection awareness training every year
- Respond promptly to any concerns
- Take appropriate action
- Maintain strict confidentiality at all times, sharing information with relevant professionals on a strictly need to know basis
- Maintain a neutral position
- Record factual details
- Store written information securely at all times
- Provide information to agencies on request
- Attend meetings where required
- Seek advice and support from the named child protection officer
- Act professionally at all times, following approved multi-agency policies and procedures.

Notification will be made to the relevant agencies in the event of an allegation of serious harm or abuse by any person working in Springfield.