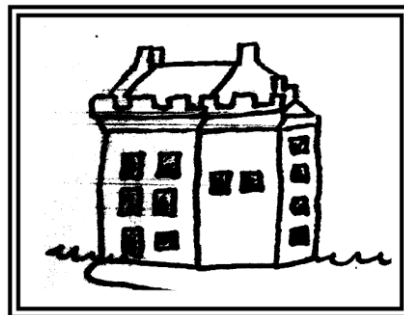




Stirling Council  
**Fintry Primary School**  
**Safeguarding Policy**



Date agreed: September 2018

Bodies consulted: Staff, Children and Parents

Planned review date: September 2019

# Fintry Primary School

## Safeguarding Policy



### Rationale

All children are morally and legally entitled to care and protection within school and while under the supervision of education service staff. The definition used in this policy statement is that Care and Wellbeing is about making sure children are safe and protected. Throughout this policy there is a focus on developing children's knowledge and understanding, skills, abilities and attitudes necessary for their emotional, physical, health and social wellbeing now and in their future lives.

The Scottish Government introduced the Getting it Right for Every Child (GIRFEC) approach to ensure that the wellbeing of children is at the heart of education and our society. The approach uses eight areas of wellbeing in which children need to progress in order to do well now and in the future. The eight indicators of wellbeing are Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, and Included. These eight areas are set in the context of the 'four capacities' (a successful learner, a confident individual, a responsible citizen and an effective contributor), which are at the centre of the Curriculum for Excellence.

We want all children at Fintry Primary School to be fully supported as they grow and develop into successful learners, confident individuals, effective contributors and responsible citizens. A Curriculum for Excellence: Building the Curriculum 1 (Scottish Executive, 2006) states:

*'Children and young people need to experience what it feels like to develop, enjoy and live a healthy lifestyle. They also need to learn ways of dealing with the many new and challenging situations they will experience throughout their lives. A healthy lifestyle supports physical, social and emotional wellbeing, and underpins successful learning.'*

### Aims

At Fintry Primary we work to ensure that the care and wellbeing of the children permeates through every area of school life. We encourage all members of the school community to treat each other with respect, and, take responsibility for the care and Wellbeing of all those who belong to our community. We strive to create an environment in which everyone feels nurtured, safe and protected. Fintry Primary promotes a healthy, active lifestyle. At Fintry Primary the Getting it Right for Every Child (GIRFEC) approach underpins the life and ethos of the school to ensure that we put every child at the centre. The eight areas of wellbeing are embedded in our practice so that all children grow and develop to achieve their full potential.

All children are Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, and Included by:

- ensuring GIRFEC underpins the delivery of our service;
- ensuring a whole School Nurturing Approach;
- effective teaching that promotes a positive climate for learning where children achieve their full potential;
- helping all children to develop self-confidence, self-esteem and positive relationships;
- promoting resilience through the Friends Programme;
- promoting positive behaviour, prevent bullying, racism and any other types of discrimination;
- sharing information about children's wellbeing at monitoring and tracking meetings with the Head Teacher taking appropriate action as appropriate;
- encouraging parents to communicate any information of the child's home life which may be relevant to the care and wellbeing of their child in school;

- effective programmes that allow children to make informed decisions necessary for their emotional, physical, health and social wellbeing now and in their future lives;
- developing links with external agencies that play a part in the care and wellbeing of our children;
- allowing children a clear voice and involvement in decision making processes that affect their wellbeing;
- ensuring, at every point of transition, that all information relevant to the pupil's wellbeing is gathered and provided to staff;
- annual training and clear procedures for reporting child protection issues to the Head Teacher;
- implementing the Health and Safety Policy to safeguard children; and
- effective programmes to help children choose a career and live a healthy lifestyle that resists or avoids abuse and potentially dangerous situations.

### **Roles and Responsibilities**

Within Fintry Primary School there is a sense of collective responsibility, consistency and high expectations from all members of staff, teaching and non-teaching.

#### Head Teacher

The Head Teacher is responsible for:

- managing the implementation of Fintry Primary School *Safeguarding Policy*
- ensuring GIRFEC underpins the delivery of our service;
- meeting all legal requirements relating to the rights and protection of children and to legislation;
- maintaining a physical environment which is safe and secure, and which meets all legal and health and safety standards;
- promoting a positive ethos within Fintry Primary through respecting the dignity of individual children, promoting equality and social inclusion, challenging all forms of discrimination;
- supporting all members of staff in the implementation of effective teaching and learning to meet the needs of all learners;
- ensuring that the attainment gap between low income households and high income households is reduced;
- communicating with parents and external agencies as appropriate; and
- ensuring that finances and resources are available to allow the full implementation of this policy.

#### Senior Leadership Team

The SLT is responsible for:

- ensuring GIRFEC underpins the delivery of our service;
- adherence to the Health and Safety guidelines set by Stirling Council and School Policy;
- adherence to Emergency Procedures set by Stirling Council and School Policy;
- reporting Child Protection incidents to Head Teacher;
- Issue Staff Handbook on first day of work in school and review annually;
- promoting a positive ethos within Fintry Primary through respecting the dignity of individual children and promoting equality and social inclusion;
- liaising with Support for Learning Teacher to ensure all learners' needs are met; and
- supporting staff with care and wellbeing of children.

#### Teaching Staff

Teaching staff has responsibility for:

- ensuring GIRFEC underpins the delivery of our service;
- adherence to the Health and Safety guidelines set by Stirling Council and School Policy;
- Read and understand the Staff Handbook annually.

- adherence to Emergency Procedures set by Stirling Council and School Policy;
- reporting Child Protection incidents to Head Teacher;
- ensuring appropriate paperwork is in place for all risk assessments so that children are safe and protected in class, in school and outdoors;
- promoting a positive ethos within Fintry Primary through respecting the dignity of individual children and promoting equality and social inclusion;
- planning, organising and assessing lessons to ensure that learners' needs are met;
- evaluating children's progress and achievement and delivering high quality feedback to children and this will inform planning of next steps in learning; and
- ensuring that policy implementation and curricular development enhances learning and teaching to make a positive impact to the care, wellbeing and development of all children.

### Learning Assistants

Learning assistants include all non-teaching staff within school. It is their responsibility to contribute to the schools policy on Safeguarding through their promotion of equality and respect for others.

### Children

Children have responsibility for:

- risk assess activities and do not put themselves or others in danger;
- respect and acceptance of others;
- self discipline and a sense of responsibility for one's own actions;
- building positive relationships; and
- participating fully in peaceful resolution of conflict and disagreement.

### Parents and Carers

Parents and Carers have responsibility for:

- fostering home/school partnership; and
- playing an active role in supporting children's safety.

## **Curriculum**

### Developing Successful Learners

Through the curriculum children will have many opportunities to develop an understanding of the physical, social and emotional factors that influence their health and wellbeing. As well as acquiring a wider range of physical skills and abilities, they learn the social and emotional skills, which can help them to embrace change and challenge with optimism, develop emotional resilience in dealing with competitive and challenging situations, and express themselves creatively individually and in groups. It enables them to develop their interests and preferences and to set and review personal goals for achievement in their lifestyle, learning and development.

### Developing Confident Individuals

If children are healthy and emotionally secure they will be more able to develop the capacity to live a full life. With a sense of wellbeing they will be better able to deal with the unexpected and cope with adversity. This sense of wellbeing encompasses many aspects including resilience, fitness, confidence, a sense of mastery and control, optimism and hope, and the ability to sustain satisfying personal relationships. The health and wellbeing curriculum area should provide opportunities for children to develop these attributes. It should equip them with skills, such as practical food preparation, which will enable them to live as independently as they can. It should also enable them to recognise and deal with the many different pressures in life, and identify when they need support. They should learn to find appropriate sources of information and help to make informed choices and live a healthy, fulfilled life.

### Developing Responsible Citizens

Children need to learn to respect and value other people and to develop an understanding of their beliefs and feelings. This will help them to develop positive relationships, promote equality and fairness and counter discrimination. Developing children's awareness of healthy diet, activity, positive relationships and risks to health lays important foundations for their future life, including parenting. From an early age, children can develop an understanding of how their actions and decisions are affected by and affect others, recognising how important it is to behave in ways that can have a positive effect on other people and the environment.

### Developing Effective Contributors

Through their learning in health and wellbeing, children can have opportunities to engage positively in experiences that are fun, enjoyable, exciting and challenging in a variety of settings including the outdoors. They can make positive contributions to the wider life and health of the school and community through involvement in activities such as running the healthy tuck shop, helping younger children through buddying, or organising fundraising activities through the Parliament. Very importantly, young people should be equipped to explore different options for life beyond school and be supported so that they can make successful transitions in future years.

### **Learning and Teaching**

We aim to provide a positive ethos within Fintry Primary, ensuring all children achieve to reach their full potential. A positive ethos is demonstrated by the way we treat each other on a day-to-day basis. We aim to promote a welcoming, purposeful environment that is clean and tidy where wall displays are attractive and comprise of current and recent pupils' work. We recognise the school as part of the wider community of Fintry and that it has a number of links with other establishments and organisations. We aim to instil within our children, an appropriate sense of responsibility for the way in which the school is viewed within the community. This is promoted through the life and ethos of the school, the curriculum, interdisciplinary projects and the children's wider achievements.

During the course of their school life, pupils may require some level of individual support and guidance. The GIRFEC approach ensures that we have systems in place for those experiencing difficulties with aspects of their learning and those requiring more challenge. Ongoing, regular assessment in all areas of the curriculum provides the first indications that additional support may be required. We provide support for learning through a variety of means, monitored by class teacher, the school Support for Learning Teacher and Senior Leadership Team:

- provision of appropriate learning and teaching methodology;
- modified/amplified programmes of studies;
- appropriate resources;
- effective deployment of Support For Learning Assistants
- effective deployment of Support for Learning Teacher
- additional input, direct or indirect from Stirling Outreach Team, Psychological Services, Social Work, Social, Emotional and Behavioural Needs team, Language and Communication team and health services; and

Teaching staff liaise with the Support for Learning Teacher regularly. Reviews, involving parents, staff, relevant outside agencies and pupils are held regularly for those who receive support from education and health agencies. Some pupils may require periods of intensive support. Pupils may require support at times of difficulty, e.g. family bereavement, family break up, recovering from serious illness. Staff are vigilant and alert to the emotional, physical and social needs of individual pupils and are sensitive to background information. Staff act on concerns and follow agreed school procedures. Creating the right climate of trust is important. Teachers have established positive, open and honest relationships with children. Pupils are encouraged to share their concerns with an adult in the school.

## **Health and Safety**

Fintry Primary follow Stirling Council Health and Safety Procedures as laid out in STANDARD CIRCULAR 901. Termly staff meetings discuss issues of Health and Safety.

Health and Safety should be given consideration at all times, children should be familiar with the classroom rules and routines which ensure maximum opportunities for learning and teaching. Risk Assessments are in place for every area of the school to ensure the safety of all in school. If a near Miss occurs then a Stirling Council Near Miss form (stored in school office) must be completed.

Sometimes it is necessary for a child to have an individual risk assessment to ensure their safety while in school or on a school trip, this will be completed by the class teacher, support for learning teacher, and senior leadership Team. It will be signed off by the headteacher. Additional support may be sought from the Team Around the child. Risk assessments are stored on the computer within Staffshare.

Support for Learning Assistants are in the playground during intervals. Playground Buddies provide a point of contact for children who find coping in the playground challenging. Staff are also deployed for lunchtime supervision in both the lunch area and the playground, as well as during wet intervals, ensuring an optimum level of care. Primary 7 monitors assist the Support for Learning Assistants in classroom supervision during wet intervals.

Teachers 'check in' after intervals to encourage positive behaviour in the playground. Class Dojo is used to encourage positive behaviour in all areas of school. Fintry Primary Positive Behaviour Policy lays out clearly the aims of the school.

Risk assessments and associated documents is stored in Staffshare and contains advice and procedures issued by Stirling Council. Information is disseminated to staff as appropriate and all staff have access to this file.

## **Emergency Procedures**

The Critical Incident Policy comes into effect when the following events take place:

1. A road accident outside the school.
2. An incident (traffic accident, injury) on a school outing.
3. Death/serious injury to a pupil/former pupil/member of staff/parent.
4. Responding to a threatening call/message.
5. Intruder in the school grounds or building.

### Fire drills and evacuation procedures

Fintry Primary follow Stirling Council Fire Safety Procedures as laid out in STANDARD CIRCULAR 902. Staff are required to complete Fire safety training annually.

Children are given information on what to do if the fire bell rings and emergency fire drills are practiced each term. Emergency instructions are displayed throughout the building. Fire doors and alarms are tested on a regular basis. There are procedures in place for alerting staff in other emergency situations. Notices are displayed around school informing staff and children of the correct evacuation procedure. A Primary School Fire Audit is completed annually by the HT and stored with the FIRE LOG.

### Early/emergency closure

Fintry Primary follow the Emergency Closure Procedure as laid out in Stirling Council's Adverse Weather Toolkit. A staff briefing will be carried out in Term 2 each session.

Every effort is made to maintain a full educational service, but on some occasions, circumstances arise which lead to disruption, e.g. power failures, severe weather etc. In such cases the school shall do all it can to let parents/carers know about the details of closure and re-opening. The school shall keep in touch by using the Telephone Tree, email, Twitter, notice at the School and announcements in the press and on local radio, or on the school website. Stirling Council also update school closure information on the web site. In the event of early closures, staff will make arrangements for children to go home where possible. Supervision will be provided at school for those pupils whose parents/emergency contacts are not available.

### Alarmed Fire doors

When all children are in school the doors must be alarmed at all times. In the event of the alarm activating. The closest staff member will check for an immediate reason. If there is no obvious signs of why the alarm has activated, they will alert all Class Teachers who will take a roll call.

If a child is reported missing then 2 staff members will begin a search starting at the home of the child/ren. A member of staff will call home to the parent and alert them that the child has left the school without the permission of a staff member. Staff will alert the Head Teacher of the situation. If the child/ren is not found within a suitable time lapse (time taken to walk home) then the Police will be alerted.

### Excursions/School Trips

Fintry Primary follow Stirling Council's Excursion Policy. Staff are responsible for familiarising themselves with all the documents within the Policy which is stored in staffshare. Staff will be given an excursion pack when going on a trip. Procedures must be adhered to if an accident occurs.

Risk assessments are completed by the class teacher responsible for the trip and are signed off by the headteacher. Risk assessments are stored on the computer within Staffshare.

## **Medical**

Fintry Primary follow Stirling Council FORTH VALLEY POLICY FOR THE ADMINISTRATION OF PRESCRIBED MEDICINES AND MEETING THE HEALTH CARE NEEDS OF CHILDREN AND YOUNG PEOPLE. Additionally, we have an Administering Prescribed Medicines which is shared with parents and carers at the start of every school year

All medical records are kept up to date and parents are encouraged to inform the school if their child's situation changes at any time. Health information is gathered from parents when children enrol for school. Relevant information about a child's health is communicated to all appropriate staff with the agreement of the parent. The school cooperates with the health board specialists to ensure all children have access to routine health checks and inoculations.

Staff are made aware of medical information for class within the PAT Folder and all information is shared with new or supply staff through the Staff Handbook. On duty at all times, is a First Aider who is responsible for the safe storage and distribution of medicines, administered in line with Stirling Council guidelines. Forms should be completed by parents prior to the administration of specific medicines and can be obtained from the main school office.

Staff have been trained to respond to any child suffering from anaphylaxis. Emergency procedures are situated next to all outside telephone lines. Staff members receive training from the school nurse. Emergency telephone numbers are stored with Medical Documentation in Main Office under CCTV.

### First aid

Fintry Primary follow Stirling Council Accident, Incident & Near Miss Guidance. This is displayed in the school Office. A first aid box is stored in the Medical Room.

On duty at all times, is a First Aider who will attend to children if they are unwell or an injury is sustained.

### Accidents – in school

In the case of a minor accident in school, a trained first aider administers first aid and the Stirling Council Schools Incident Notification Form will be completed and shared with parent.

Head injuries and anything other than a minor injury is immediately reported to parents, by phone or email on the day it occurs. The school accident form by Stirling Council is completed. Parents will be informed to look out for nausea, tiredness or disturbed behaviour in the case of head injury and advised to seek medical assistance if unsure.

In the case of a more serious accident, first aid is given, the parent is notified and an ambulance summoned when necessary. If parent/carer is unavailable, a member of staff will accompany pupil to hospital and the emergency contact is notified. The online Stirling Council Incident/Accident reporting form will be completed.

### Accidents – school trips

A full risk assessment is completed before all school trips. On educational outings, we work within a 1:10 adult: child ratio for school pupils. The leader of the trip, usually the class teacher, is fully informed and all staff is briefed. Children are reminded of appropriate behaviour on school trips and they have a responsibility to listen to instructions and follow them correctly. In case of an accident the lead person takes the emergency contacts and medical details for every child on the trip. Stirling Council Policy on school trips is adhered to at all times. A first aid kit is taken on all school trips. In the case of a more serious accident, first aid is given, the parent notified and an ambulance is summoned when necessary, an adult would accompany the pupil to hospital.

### Illness in school

Children must inform a member of staff if they feel unwell. If a child becomes ill in school, the parent is contacted or the emergency contact, if the parent is not available. The school should be informed of arrangements for collecting children who are unwell if the parent is not at home, and, also of any medical problem likely to affect the child at school. The school keeps an up to date list of emergency contacts. Parents are requested to inform the school of any changes immediately to allow the amendment of records to ensure there is a valid contact number for parents. Records are updated on an annual basis.

### **Departure from School**

No child is allowed to leave the school building during school hours unless in the care of a “responsible adult”.

### Appointments or early departure from school

Parents should let the class teacher know, as soon as possible, if their child/ren will be collected from school at an earlier time. An email or telephone call to the administrative assistant at Fintry Primary School is necessary to give details of an appointment or request an early departure from school. This will be logged and passed to the class teacher.



### Collection of children from school

If children do not go home from school in the Taxi, it is expected that parent(s) will collect their child/ren from school until Primary 4. If parents allow their child to walk home before reaching Primary 4 then it is necessary to let the class teacher know this. Children will only be allowed to go home with their parents. However, if parents wish a family member or friend to collect their child, an email or telephone call to the administrative assistant at Fintry Primary School is necessary to give details of an appointment or request an early departure from school. This will be logged and passed to the class teacher.

In an emergency situation when staff are unfamiliar with a relative, then the parent can provide a 'safeword' for the relative to use when arriving at the school.

### **Attendance and Punctuality**

The Senior Management Team monitors the pattern and rates of attendance of classes.

Attendance and punctuality is praised and rewarded where appropriate. Children who come to school late, by 9.15am, rather than remain absent from school are welcomed.

If a child is unwell in the morning and improves during the course of the day then return to school can be at 10.45am, 12.15am or 1.00pm. Please report with your child to the office to register their return to school. These times will cause least disruption to classes.

Parent/carer must inform school of their child's absence before 9.30 a.m. When school attendance is causing concern e.g. noticeable pattern to absences or rate of attendance has fallen to 80%, parents are contacted to discuss the issue.

### **Management, Leadership and Quality Assurance**

Self-evaluation of the quality of the care and wellbeing is the responsibility of all staff and the Senior Management Team. Quality indicators described in 'How Good is Our School?' will be used to evaluate the ongoing effectiveness of this policy within the school.