



# **Safeguarding and Child Protection Statement**

## **Kington St. Michael C.E. Primary School**

At Kington St. Michael CE Primary School the health, safety and well-being of every child is at the heart of everything we do. We expect all staff, governors and volunteers to share our commitment to safeguarding all of our pupils.

We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our Child Protection Policy which can be viewed below.

We recognise our safeguarding responsibilities to include:

- Creating a safe environment for our children through robust safeguarding practices
- Ensuring that all adults who work in KSM, including visitors and volunteers, are able to work with children safely and are properly trained and equipped to do so
- Teaching children to stay safe both in school and out of school
- Maintaining an environment in which children feel confident to approach any member of staff if they have a worry or a problem
- Ensuring our pupils know what to do to be safe online and to ensure our filtering and monitoring systems are robust so pupils are safe when online in school

At KSM:

- We always listen to our pupils and take seriously what they tell us
- We aim to ensure that all children within our school feel safe at all times
- We aim to ensure that all staff, governors, volunteers and visitors are safe and feel that they are able to put the welfare of children first, without concern that there will be any negative consequences attached to their actions
- All school staff and Governors are trained in Child Protection and undertake their safeguarding responsibilities effectively
- We aim to ensure that all adults who have contact with children in school have been properly vetted and cleared and are suitable to work and support the children in our care
- All children are made aware of the trusted adults they can talk to if they have any concerns
- All staff are trained to look out for signs of physical, sexual, emotional harm or neglect and are required to report these to the Designated Safeguarding Lead (DSL) or the Designated Deputy Safeguarding Leads
- We provide regular training updates for all staff
- Safeguarding flow charts are displayed around the school
- We support the government's Prevent Agenda to counter radicalism and extremism



The procedures that we follow at KSM have been laid down by the DFE and Keeping Children Safe in Education 2024.

KSM School has a Child Protection Policy in line with this, for the safety of all.

Sometimes we may need to share information and work in partnership with other agencies, when there are concerns about a child's welfare. We will ensure that all concerns are discussed with parent/carers first, before any referrals are made, unless we believe that such a move may be contrary to a child's welfare.

If you are concerned about the safety or welfare of a child please email the Designated Safeguarding Lead using the email addresses below:

The Designated Safeguarding Lead or DSL is:

Mrs. Victoria O'Brien (Head Teacher) [head@ksm.wilts.sch.uk](mailto:head@ksm.wilts.sch.uk)

The Deputy Safeguarding Leads or DDSL is:

Mrs. Ellie Burfoot [eburfoot@ksm.wilts.sch.uk](mailto:eburfoot@ksm.wilts.sch.uk)

The Governor with responsibility for safeguarding at KSM is

Mrs. Andrea Bridle [abridle@ksm.wilt.sch.uk](mailto:abridle@ksm.wilt.sch.uk)

The Designated Teachers for Looked After Children (LAC) and Pupil Premium Champion (PP) is Mrs. Victoria O'Brien (Head teacher) and Mrs. Nicola Waylen (SENDCo)

The Special Education Needs Coordinator at KSM is Miss. Nicola Waylen

[nwaylen@ksm.wilts.sch.uk](mailto:nwaylen@ksm.wilts.sch.uk)

The teacher with responsibility for Mental Health and Wellbeing is Mrs. Tracy Hussey

[thussey@ksm.wilts.sch.uk](mailto:thussey@ksm.wilts.sch.uk)

The ELSA (Emotional Literacy Support Assistant) is Mrs. Jeanine Attiogbe

[jattiogbe@ksm.wilts.sch.uk](mailto:jattiogbe@ksm.wilts.sch.uk)

The Wiltshire Integrated Front Door (IFD) can be contacted:

If you think a child or young person is at risk of significant harm, or is injured. Please contact the Integrated Front Door (IFD) on 0300 4560108 or out of Hours 0300 456 0100.

Or if there is immediate danger, phone the police or emergency services on 999.

For less urgent enquiries, email [IFDAdmin@wiltshire.gov.uk](mailto:IFDAdmin@wiltshire.gov.uk)



### Safer Recruitment and Selection

KSM School pays full regard to safer recruitment in education and follows the local authority and DfE guidelines. We ensure that all appropriate measures are applied in relation to everyone who works in the school, including all volunteers and staff employed by contractors.

Safer 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 capability for the job. It also includes undertaking interviews, Criminal Records Bureau checks and providing honest and accurate references when individuals move on.

Safe working practice ensures that pupils are safe.

All staff, volunteers and governors:

Are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions

Work in an open and transparent way

Work with other colleagues where possible in situations open to question

Discuss and/or take advice from school management over any incident which may give rise to concern.

Record any incident or decisions made

Apply the same professional standards regardless of gender, race, disability or sexuality

Are aware of our confidentiality policy and adhere to KSM Code of Conduct and Staff

### Behaviour Policy

Are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

In line with statutory changes, underpinned by regulations, at KSM the following will apply:

- a DBS Enhanced Disclosure will be obtained for all new appointments to our school workplace (including volunteers). All staff DBS certificates will be renewed as per Wiltshire LA Policy
- KSM is committed to maintaining an up to date Single Central Record, detailing a range of checks carried out on all of our staff, volunteers and governors.
- all new appointments to our school workforce from overseas or who have lived outside the UK will be subject to additional checks as appropriate.
- our school ensures that supply staff have undergone the necessary checks and will be made aware of this policy.
- identity checks will be carried out on all appointments to our school workforce before the appointment is made, including online checks, in partnership with Wiltshire Local Authority.



The following staff have undertaken Safer Recruitment training and one of these staff members will be in attendance at interview for all staff and volunteer appointments:

Mrs. Victoria O'Brien - Head teacher DSL

Mrs. Ellie Burfoot – Senior teacher DDSL

Mrs. Jo Merry- Chair of Governors

Mrs. Andrea Bridle- KSM LA Governor

### Online Safety

Children are encouraged to use the internet but at all times in a safe way. Parents are asked to give permission for their children to use the internet on entry to the school. Parents, pupils and staff must sign an appropriate usage form to ensure that they understand the risks and sanctions relating to misuse of the system in and beyond the school. If staff know of misuse, either by a teacher, staff member, volunteer or child, the issue must be reported to the Headteacher, DSL or DDSL without delay.

KSM School follows their Online Safety Policy and Acceptable Internet Use document. See below for more detail.

KSM school will ensure that:

- Filtering and monitoring software is in place to prevent access and to highlight any person accessing inappropriate sites or information.
- Pupils are encouraged to discuss openly their use of technology and anything which makes them feel uncomfortable. (If this results in child protection concerns the Senior Designated Person for child protection should be informed immediately).
- Every effort is made to encourage pupils not to give out their personal details, phone numbers, school, home addresses, computer passwords etc.
- Pupils adhere to the school policy regarding mobile phones and digital devices.
- Training is provided to all pupils, staff and volunteers on online safety and age appropriate apps.

Information on online safety and age appropriate apps is available for parents and carers on our KSM website.

### KSM Site Security

KSM Primary School provides a safe, secure school site but recognises that 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. It is recognised that laxity can cause potential problems to safeguarding.

Therefore, the school ensures that:

- entrance to the school and playgrounds is locked except at the start and end of each day.
- external doors are kept closed to prevent intrusion.
- visitors and volunteers only enter through the main entrance and must sign in at the office.
- children are only allowed home with adults/carers with parental responsibility or confirmed permission that has been received in advance.
- empty classrooms have closed windows.



- children are not allowed to leave school alone during school working hours and if collected by an adult, signed out.
- 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. Parents and Police will then be immediately informed of the circumstances.

### Photographs and Videos

Whilst lots of parents and carers really enjoy seeing photos and videos of their children's school life, we are very mindful of our duty of care towards all our pupils. We take the issue of safeguarding very seriously and this includes the use of photographic and video images.

Any photographs or videos taken by parents, carers and relatives at school productions, sports days or other events are for the enjoyment of individual families. They **must not** be used in any way that could potentially place a child at risk. This would include publishing images in any form of print or on the internet including social networking sites. This is emphasised before concerts and shows. We understand that in exceptional circumstances a parent or carer may not wish their child to be photographed or videoed in this way.

Occasionally, the local press will be invited to take photographs of school events and special achievements. We may use photographs of our children on our website, in school documents and on displays around the school.

**We never give out or publish the names of our children**

Parents and carers of pupils joining KSM receive a photograph/video permission slip in their induction pack permitting their child to be in school photos or videos. Parents and carers can choose whether or not to sign and agree to this. This is shared with class teachers.

By following and adhering to these rules we can ensure that KSM is as safe place for all the KSM community.

All concerns, worries or disclosures must be reported to a member of KSM staff. Remember if in doubt always share and **'Tell, Tell, Tell'**.