



St Hugh's School

Safeguarding Overview

SAFEGUARDING

A Summary Document

All related policies are held in the Safeguarding Folder found on the teacher server.

1. Safeguarding Policy

St Hugh's staff consulted in order to review policy and demonstrate practice initially derived from a model school safeguarding policy provided by North Lincolnshire Children's Services Authority. It details a range of policies and procedures designed to ensure safeguarding of children. There is included a Governor's checklist which is used by the governing body to challenge and monitor procedures and gather evidence of the school's effectiveness in safeguarding.

The Authority's definition of 'Safeguarding Children' is:

'The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.'

2. The Child Protection Policy

The designated Child Protection Coordinator is Tracy Millard and the designated governor is Liz Kearsley. Katrina Pawlyszyn is the designated Deputy Child Protection Coordinator.

There is a detailed Child Protection Policy.

All concerns regarding children at risk of significant harm will be dealt with following the Local Safeguarding Children's Board (LSCB) Procedures via the Child Protection Coordinator.

All staff will be provided with updated detailed child protection training annually with regular updates in the interim from the designated officer. This training will be included in the induction programme for new staff members.

Staff should encourage students to approach the adults who work with them in the school if they are worried or in difficulty. Given their communication difficulties, staff should be sensitive to signs of distress of physical signs of abuse.

All matters relating to child protection are confidential.

Information about a student will be disclosed to other members of staff on a need to know basis only.

All staff must be aware that they must keep the welfare of the students at the centre of all they do; this would include that they cannot promise an individual to keep secrets.

All staff and volunteers should raise concerns about poor or unsafe practice with the Deputy Head or Assistant Head in regard to students in school and such concerns will be addressed sensitively and effectively in a timely manner. The Head Teacher shall be informed at all times and is the final decision maker.

3. Positive Interaction Policy

Our Positive Interaction Policy details the rewards and sanctions available to staff. Although the emphasis is always on the positive there are also times when students have to be disciplined in order to maintain the safety and security of all students.

The use of visual timetables and the establishment of meaningful and clear routines helps pupils to feel secure. Clear and consistent rules about acceptable behaviour must be provided and appropriate rewards and sanctions applied. Above all staff need to act as role models for the desirable behaviour they wish pupils to mirror.

By sharing concerns a consistent approach is provided for that individual pupil which can be monitored over time to judge its effectiveness. The main vehicle for sharing concerns is the regular class team meeting. At the meeting a strategy can be decided on the way forward with a particular pupil. At a follow up meeting the success of the strategies are evaluated and changes made as appropriate. If a problem behaviour is persistent it may be necessary to consider whether a formal behaviour management plan is required. Specific students also have individual risk assessments.

The class team may want the necessary information about strategies to be disseminated to all appropriate adults. This may be done through the regular teachers' meeting held each morning (except Wednesdays).

When an individual student presents behaviour which is a serious cause for concern either because of its frequency or severity, an positive handling plan (PHP) or behaviour contract is required. The contents of PHP's should be made available to all staff working with the student and signed by parents/carers.

Staff are instructed to use restrictive physical interventions only as a last resort and as part of an agreed PHP. They will receive practical training by Team Teach instructors on safe methods to minimise the risk of harm either to themselves or others and the pupil in 'crisis'.

The home/school diary is not the best medium to raise concerns or report serious incidents. Staff should talk on the telephone or use a sealed letter (directed to a senior manager).

If a student has been injured by another student, the parent of the injured student should have a full explanation of the injury but the perpetrators name should not be given. Explanation of injuries are best given by phone or in a sealed letter. The parents of the child causing the injury should also be informed.

Seek the guidance of a First Aider when treating injuries. First aid boxes are located around school and are checked half termly by a named first aider at work. An accident slip is to be

competed to inform teabase staff. The accident should also be documented in the official book located in the main office with any witness reports if necessary included.

White Slips (Behaviour)

A white slip should be completed when somebody sustains an injury, when significant property is damaged or when a lesson is seriously disrupted.

When a restrictive physical intervention has to be used, all staff involved should complete an individual pink form. It is the responsibility of the teabase teacher in collaboration with the head teacher to inform parents/carers before the end of the school day in which the incident occurred, the conversation informing parents is to be documented and attached to the pinkie. Pink forms must be given to the head teacher as soon as possible as they are then recorded in order to cross reference the document. Pinkies are then filed in the school office and the reference document is the responsibility of the head teacher.

By completing these forms diligently whenever the behaviours occur it is possible to monitor the effectiveness of behaviour management strategies and to provide data to other professionals and the governing body on the severity and frequency of behaviours.

Completed white slips must be handed to Katrina Pawlyszyn, who will then follow up with school effectiveness leaders if necessary.

4. Children with Clinical Care Needs

There are a number of students with medical conditions at the school and the policy on medical needs sets out their entitlements and the steps which are taken to meet their medical needs. Also set out in detail are school policies which cover clinical care procedures which may be undertaken by designated staff after suitable training, medication procedures in general, the importance of Individual Health Care Plans and the approach to training for staff so that they can meet pupil medical needs.

This school is an inclusive community that aims to support and welcome pupils with medical conditions. This school aims to provide all pupils with all medical conditions the same opportunities as others at school.

All staff who work with students at this school should receive training from an appropriately qualified person and should know what to do in an emergency for the pupils in their care with medical conditions. Training should be refreshed for all staff regularly. The school nursing team maintain a current training record.

For medication where no specific training is necessary, any member of staff may administer prescribed medication to students, providing medication is presented in the original medical packaging and has a recognised pharmacy label. Training is given to staff members when specific training is needed. The local authority provides full indemnity.

The school uses Health Care Plans to inform the appropriate staff (including supply teachers and support staff) of students in their care who may need emergency help (see below). The Registered Sick Childrens Nurse (RSCN) completes the pupil's Health Care Plan in consultation with parents, school staff and medical procedures.

Every student with a Health Care Plan at this school has their plan discussed and reviewed at least annually.

When a member of staff is new to a class, for example due to staff absence, the rest of the class team should make sure that they are made aware of (and have access to) the Health Care Plans of students kept in the classroom.

Teaching assistants have been specifically contracted (teaching assistant level 2) to administer medication as one of their responsibilities. Teachers are not directed to administer medication but it is good practice that they do so. (Supporting Pupils at School with Medical Conditions April 2014).

Written parental permission to give medication must be obtained.

Emergency medication should be available at all time, including on any off-site or residential visits.

All teacher's stores have a lockable cabinet for medicines which should be used for the storage of medication. Medication which needs to be stored in a fridge is stored in a lockable fridge in the Therapy Room.

Class teams should ensure the correct storage of medication at school. They should regularly check the expiry dates for all medication for assigned students in the class.

All medication should be supplied and stored, wherever possible, in its original container. All medication should be labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.

A critical document is the Medicines in School Policy. The administration sheet must show the name of each medicine, the dose to be given, the time it should be given and the route (orally or rectally). Each time that medicine is given, the administration sheet should be signed by the staff member who gives the medication to the pupils and another colleague as a witness that the correct medicine and dosage was given.

Every time before giving medicine, staff must:

- Check the student name, correct dose on the bottle/packet and frequency of dose and the details on the administration sheet are the same
- Check the expiry date of the medicine
- Check the correct dosage has been drawn up and administered - i.e. swallowed, absorbed

The colleague who acts as a witness must do a full corroborating check.

Only prescribed medicines may be given.

Medicines purchased 'over the counter' (e.g. Calpol), including medicated creams or ointments, may not be given. Some creams which are not classified as medication are administered in school once the school nursing team has approved their use e.g. Sudocreme, E45 cream.

Once the record for administering medication is full please give it to the school nurse who will file it.

If a member of staff has a specific medical condition then a risk assessment is completed and key staff are made aware of the condition and medication procedures are required.

5. Children with Physical Disabilities

The Assistant Head has a responsibility for time-tabling the use of the hydrotherapy pool and providing direction for staff about the conduct of hydrotherapy. This teacher had produced written guidelines which must be strictly followed.

If staff have any queries about the use of the hydrotherapy pool or its condition, they must consult the Assistant Head.

The actual conduct of the hydrotherapy session is the responsibility of the relevant teacher or teaching assistant leading the session but all staff involved have a responsibility for ensuring that they and the pupils remain healthy and safe. (Health and Safety Act 1974).

No person with a known infection or disease should enter the pool area or the pool. They should always seek clarification from the Assistant Head if they are unsure.

The water is maintained at the temperature of 35 to 36 degrees Centigrade and exerts pressure on the body. This results in complex effects on blood pressure, breathing and the workings of the heart and other organs even in very fit people. Immersion in water to the neck and shoulders also limits a person's capacity to sweat and cool down by normal means. There is no lasting health risk to any pool users as long as the following rules are observed:

- Summon assistance immediately if you feel faint or if a student shows physical signs of bodily stress
- Do not allow students to remain more than 20 minutes in the water
- For each 60 minutes that adults remain in the pool, they should take a short break out of the water in order to regulate their body temperature
- Pregnant staff should not participate in hydrotherapy

After a session, all staff that have been in the pool should ensure that they have a drink and a 15 minute rest period to restore normal bodily functions. All students should be offered a drink on return to the classroom.

As regards moving and handling of children, St Hugh's aims to:

- Avoid moving and handling operations which are a risk to its employees as far as is reasonably practicable
- Assess all operations involving moving and handling procedures judged to be potentially hazardous, and reduce the risk to the lowest level which is reasonably practicable
- Ensure that all potentially hazardous operations involving moving and handling are assessed at least annually and that reports of these risk assessments and plans to address them are communicated to all staff
- Provide all staff, since all will be involved in moving and handling pupils, with a thorough training covering all the key elements for safe moving and handling processes

Staff have responsibilities too. Every member of staff has health and safety responsibilities relating to:

- Safeguarding themselves, students and others in the pool
- Cooperating with the designated staff who have responsibilities for risk assessment and developing moving and handling plans in relation to each individual student
- Using all equipment provided for moving and handling and using it appropriately in accordance with the individualised moving and handling plans

The Moving and Handling Team is a group of staff who have been specifically trained to conduct risk assessments to identify the level of risk and to formulate moving and handling plans that will reduce these risks. Each member of the Team has a caseload of several students who require regular moving and handling. They will work alongside colleagues to conduct risk assessments and to develop moving and handling plans.

The expectation is that a class teacher must complete a referral form when they require a risk assessment update in relation to a particular pupil. The designated member of the Team will then arrange to spend time with staff as soon as practicable.

The members of the Team are empowered to prescribe or ban particular moving and handling procedures or equipment. Their guidance must be followed; it is not an option for any member of staff to choose to ignore this.

6. Accidents and Emergencies

In school there are trained members of staff who oversee first aid called first aiders. There are a number of first aid kits situated around school. This summary document sets out protocols for staff to follow when a child is poorly, or has suffered an accident in school or on the playground.

In the case of more serious incidents, especially head injuries and bites or scratches that draw blood, staff must consult the paediatric nurse (if available) or a first aider and must inform parents.

The member of staff in charge of the situation at the time of the incident will obtain and fully complete the appropriate accident form. They should ensure that the information noted is accurate and as informative as possible.

Accident record forms are located in the main office. If accidents occur, an accident report must be completed in accordance with the authority's requirements. The following forms must be completed as appropriate:

School Form - to report all accidents resulting in injury to pupils. It is not used for reporting to staff, students or visitors

Accident Record - to report all accidents resulting in injury to adults including visitors to the school, which do not require reporting to the Health and Safety Executive. Accidents involving pupils should only be reported by this form if the accident is related to failings in normal health and safety systems

F2508 - to report injuries and dangerous occurrences to the Health and Safety Executive as specified under council policy

7. Student Hygiene Routines

This section covers continence policy, intimate care of students, hygiene procedures and general cleaning and tidying.

The school follows North Lincolnshire's own policy called '*Continence Policy: Principles and Guidance for Promoting and Supporting Children's Personal Development*' and also have an 'Intimate Care' policy.

Leaving a child in a soiled pad or wet or soiled clothing is to be avoided at all times.

Students should have regular visits to the toilet or have their pad checked/changed during the school day and before going home.

Many students are supported by the Personal Care Team. Personal care plans are written for all students who require additional support. These are completed and sent home for parents to sign.

Every effort must be made to preserve the student's self-esteem and the need for privacy and confidentiality. Students using the ordinary w/c's should be encouraged to close cubicle doors and respect the privacy of others users. They should be taught to adjust their clothing properly and wash their hands before leaving the cubicle. In the hygiene areas, curtains should be drawn around the child on w/c, on trolley.

The normal process of changing a pad should not raise safeguarding concerns, and there is usually no need for a second member of staff to be available. The exception is when a male employee must be involved intimate care of a female student. Volunteers or students on placement should not be involved in changing pads or helping a student who accidentally soils or wets themselves or supervising students using the w/c area.

All staff (teachers and teaching assistants) must be prepared to spend time teaching students how to use the w/c properly.

The importance of using the facilities properly, maintaining own privacy and dignity, appropriate wiping, and washing and drying of hands must be given emphasis by staff as will with teaching of girls to maintain their hygiene during menstruation.

Students who invade the privacy of others and generally misbehave in the w/c areas should not be allowed to go to them unaccompanied.

Male and female staff can be routinely involved in the general care of students of either sex in activities which do not involve the pupil undressing entirely, such as:

- Helping with eating, drinking, hair washing, teeth cleaning
- Dressing and undressing of outer clothing (but not undergarments)
- Physiotherapy, lifting or positioning of a pupil who is dressed
- Movement activities and other PE activities involving contact
- Swimming and hydrotherapy (but not changing before and after)

There are occasions when it may be necessary to involve a male member of staff as a second carer in the intimate care of a female as the school has a duty of care to ensure that all students are clean and dry and are not left in wet/soiled clothing or continence products.

Dressing and undressing of pupils should always take place in the designated changing areas provided. Changing must not take place in classrooms.

Male and female students should at all times change in separate areas.

It is the responsibility of the teabase teacher/staff to identify when a personal care plan is necessary for a student and liaise with the Assistant Head Teacher who is responsible for the coordination of plans and inter-agency work.

8. Feeding and Drinking

The school recognises the importance contribution of a healthy and balanced diet, in combination with a satisfactory level of physical activity, to overall health, development of social skills and the ability to learn effectively.

Cooked school meals are provided by North Lincolnshire Council and comply with the new government food standards. Some students bring a packed lunch to school. In these cases, parents decide on the contents of the packed lunch. It is a decision which has been passed through student council that no chocolate will be included.

Some students at school have severe food fads and restricted diets related to their disabilities. These students need to eat foods and have drinks which don't comply with the food standards in order to ensure adequate nutrition and hydration. Staff should work closely with parents to encourage pupils to accept a wider and healthier range of foods.

We continue to offer 'party food' on special occasions and to use small edible rewards when appropriate as part of our reward system.

9. Curriculum Delivery

The curriculum, through Personal, Social, Health and Citizenship Education, has units of work that address such themes as Drugs, Sex and Relationships and Stranger Danger. Students who are able to do so are encouraged to explore and reflect upon these issues.

The curriculum is designed so that safety issues within each subject is addressed and safe practices taught, such as using equipment properly in PE and Design Technology.

At all times there has to be appropriate staffing levels and when the curriculum is taken 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 a senior member of staff in the absence of the Head Teacher and monitored by the Head Teacher reporting upon in the termly governor report.

Visiting speakers, with correct clearance, are always welcome in school so that they can give specialist knowledge to the students.

Staff aware of SEAL materials are to help develop emotional resilience and reduce vulnerability of those pupils who have sufficient linguistic and cognitive skills to access them. The resource helps to teach social, emotional and behavioural skills to students helping to raise self-esteem.

10. People Matters

All staff appointments to the school must be in compliance with standards for safer recruitment required by safeguarding legislation. People working and volunteering in school are required by law to have an enhanced Disclosure and Barring Service (DBS) check. This will provide any information to North Lincolnshire Council (NLC) on any conviction, cautions or other police information relevant to the work. At least one member of any appointment panel will have completed accredited safer recruitment training.

All new staff in the school will receive an induction programme including safeguarding children.

Volunteers must not be left to supervise individual or groups of children. Visitors who do not yet have a clearance, will under no circumstances be left alone with a child or group of children. All volunteers must complete a weekly time sheet.

Only non-school staff with enhanced DBS clearance may have extended contact with children in the absence of school staff, e.g. leaders of sports activities.

The school will check identity of visiting professionals and supply staff before admittance into the school and all visitors will be expected to sign in. People undertaking work on site who may not have a DBS check, as it is not pertinent to their employment, will not have unaccompanied access to children.

All other visitors to the school should be accompanied at all times by staff in the school. For main events visitors/parents are asked to sign the risk assessment for the specific event.

11. Site Matters

At St Hugh's we provide a secure and safe site. There are precise management directives to which everyone on site must adhere. Everyone must be vigilant.

As regards school security: doors should be closed to prevent intrusion; visitors, volunteers and students on placements must only enter through the main entrance and after signing in at the office window; empty classrooms should have closed windows and doors.

Each term there should be a fire drill that practices efficient evacuation from the buildings. The school should conduct an annual Fire Risk Assessment. There is also a critical incidents plan that details what staff and parents should do in the case of emergencies.

12. Health and Safety Structures

The school has adopted a model health and safety policy and a whole set of guidance and procedures formulated by the Council's Corporate Health and Safety Unit. A copy of these documents can be viewed by arrangement at the school office. In addition each class team has a copy of the key documents and this summary guidance.

The Head Teacher is the member of staff with responsibility for Health and Safety and there are Governors with responsibility for Health and Safety. Any concerns from staff may be reported to the Head Teacher or any member of the Senior Leadership Team (SLT) and an assessment will be made of any remedial action that needs to take place.

Risk Assessment is undertaken for activities, visits and trips. There are also risk assessments and safety guidance sheets in relation to a range of substances used routinely in school.

13. Student Rights

Excellent attendance is expected of all students. When students are unwell parents are expected to confirm absence by telephone immediately or pass a message via the home-school transport. If there is no notification, school has a policy of phoning home to ascertain each student'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 collated each term and reported termly to Governors, and to all parents at least at the time of the annual review of the student's statement. Within school there is a rigorous monitoring system which identifies a student where there is a concern regarding their attendance.

The school has a duty to report attendance issues to the local authority. Staff need to be aware that absence can be an indicator of other issues including those around safeguarding.

Students should be encouraged and helped to use the internet as much as possible, but, at all times, in a safe way. Students must never be left unattended whilst online and teachers should ensure that this does not happen. If staff know of misuse, either by a colleague or child, the issue should be reported to the Head Teacher without delay. There is an e-safety reporting procedure that staff should follow to record any concerns and inform future practice.

All students and staff sign up to an acceptable user policy.

At St Hugh's we try to ensure that everyone is fairly treated. All students must be given equal access to the school and its curriculum regardless of their gender, race, religion or disabilities.

Awareness and tolerance of different beliefs and cultures is tackled in all subjects, but particularly through the RE, Geography and PSHCE schemes of work. Where practicable, students will be supported to take part in discussions designed to raise awareness and address prejudices, and incorporate arising Modern Britain Values.

At St Hugh's we have taken a sensible, balance approach to photographs and videoing in schools and schools activities outside the school.

The school will seek individual permission from parents/guardians to photograph the individual child; this may be done upon entry to the school and at the beginning of the school year. For group activities permission will be sought from all parents/guardians.

If an individual parent does not agree to the photographing or videoing of their child in the group activity, this may prohibit photographing or videoing the group activity or it will be done sensitively without including the specific child in the photographs or video.

School photographs that are for use outside school are anonymous unless specific permission has been received from parents/guardians.

14. Whistle-blowing

Any member of staff or visitor to the school who has concerns about people working with children and their suitability, whether they work in a paid or unpaid capacity has a responsibility to report these to the Head Teacher or other member of the SLT straightaway.

All concerns reported will be appropriately recorded and information treated according to the school confidentiality policy and agreed local safeguarding procedures.