

**Policy for
Safeguarding
For activities based at
Greenmount Primary School, Bury**

Dated: 16/01/20

Rationale

Active Education gives the highest importance to the safeguarding and welfare of children. All staff will carry out their responsibilities efficiently, effectively and diligently to ensure that our activities operate within a safe environment for children.

The responsibility for safeguarding during activities led by Active Education lies with Mr Steven Ball.

Aims

1. To maintain an environment which promotes the safety and well being of children.
2. To establish robust day to day procedures that keep the children safe.
3. To put into place recruitment procedures that safeguard and promote the welfare of children.

Health and Safety

The head teacher is ultimately responsible for Health and Safety in school. Any Health and Safety concerns must be reported immediately to the head teacher.

The school's Health and Safety Policy support Active Education.

Safe Caring

All members of staff are made aware of Active Education's safeguarding procedures (set out in the Child Protection Policy) and are committed to working in accordance to the principles of safe caring. Further guidance is set out in Safer Working Guidance DfE 2015 and Keeping Children Safe Document (revised September 2018)

- Every effort will be made to avoid or minimise the time when members of staff are left alone with a child. If it is necessary for a member of staff to be alone with a child then the door of the room should be kept open and another member of staff should be informed.
- If a child makes inappropriate physical or verbal contact with a member of staff or another child the incident must be reported to the senior designated person and must be recorded.
- Members of staff will never carry out an intimate task for a child that they can do for themselves. If such contact is essential, a member of staff will assist the child as required but will always be accompanied by another member of staff whilst doing so.
- Unless a child has a specific need staff should not accompany children into the toilet.
- All members of staff will be mindful of how they approach children both physically and verbally. All contact should be appropriate to the child's age and emotional understanding and unnecessary or potentially inappropriate contact will be avoided.
- Members of staff are aware that their actions, however well intentioned, may be misconstrued and therefore they must ensure that they consider, and are aware of, the implications of their actions at all times.

Security

All external doors are controlled by a magnetic locking system, which is accessible to all on the inside but is locked from the outdoors.

Due to the open nature of the school site, it is imperative that the external doors remain closed. The only time that they may remain open is when children are arriving/departing from the school building. In hot weather, the doors may be kept open as long as an adult is in the room. Children are taught not to open the external doors - even to an adult that they know. If they see someone at the door, they must go and find another adult in school to help.

The pedestrian gate located on Holhouse Lane is currently unlocked during the school day.

Signage has been provided to remind visitors to report to the Main Reception.

Staff on School Site

Mt Steven Ball must be informed of all staff that is on site during the activity sessions so that a roll call can be made in the event of an evacuation.

Visitors to the School Site

All visitors to the school site are directed to the main entrance where there is controlled access. All visitors' details must be entered into the Visitors Book (by a member of school staff) and be issued with an identity badge unless they are to be accompanied by a member of the school staff.

We aim that contractors would work on site whilst the children are not present. Where this is unavoidable, the caretaker or member of staff directly supervises contractors.

Supervision of Children

Children must be supervised at all times during the activity days.

When the children are engaged in activities outside, they will be allowed to access the toilets in the GOOSE port cabin via the rear fire exit.

When the children are engaged in activities inside school, in the school hall, they will be allowed to access the toilets in the area outside the Year 3 and 4 classrooms.

Children must ask before going to the toilet.

Parents/carers will hand children over to Active Education staff at the beginning of the day at the agreed location.

Children are not allowed to arrive at the school unaccompanied.

Children must be collected by parents/carers at the end of the day's activities. Children are not allowed to leave the school site unaccompanied.

Child Protection

Active Education has comprehensive Child Protection procedures, which comply with the Bury Safeguarding Board's guidelines. The school's Designated Safeguarding Lead supports them in their work.

Please see Child Protection Policy.

Risk Assessments

The school has carried out risk assessments for all areas in school. These are shared with Active Education.

ICT Safety

Active Education does not allow children to use mobile phones during activity days.

Photographing and Videoing of Children

We value the contribution of photographs and videos make to the curriculum and in celebrating children's achievements. Only members of staff may take photographs/videos of children during activities. They may only use school cameras / iPads.

Recorded media can be shared via Greenmount Primary School's Class Dojo platform. The school has sought permission from parents for this. Where permission has not been granted, children must not be included on any recorded media.