



## **ITALIA CONTI RUISLIP**

### **SCHOOL SAFEGUARDING OF CHILDREN POLICY**

#### **Introduction**

The purpose of this policy is to ensure every child who attends our school is safe and protected. This policy will give clear direction to staff, volunteers, visitors and parents about the expected behaviour and responsibility when managing safeguarding concerns. It reflects the school's response to the 'Every Child Matters' document published by the Government and in particular to the key issue;

#### **That each and every child must be and stay safe**

The Italia Conti Associate School Ruislip will act in accordance with HM Governments Prevent duty under section 26 of the Counter-Terrorism and Security Act 2015 and will continue to work with all responsible local agencies (LSCBs) to safeguard Children.

#### **School Ethos**

Our school will establish and maintain an ethos where our pupils feel secure, are encouraged to talk and are listened to. Student's at our school will be able to talk freely to any member of staff if they are worried or concerned about something.

All staff will, either through training or induction, know how to recognise a disclosure from a child and will know how to manage this.

#### **Parents and Carers**

Italia Conti Ruislip works closely with the parents and carers of all of its pupils. Parents are kept informed of issues via school newsletters and letters.

The school Principal liaises closely with the Ruislip High School's caretaker and representatives to ensure a safe site and building. Any concerns are reported to the Ruislip High School.

Staff are made aware of their responsibilities for the health and safety of themselves and Students in their care.

#### **First Aid**

At Italia Conti Ruislip there are always trained members of staff who oversee first aid. First aid kits are available. When a Student is ill or has suffered an accident at Italia Conti Ruislip, the following measures are followed:

- A trained first aider is consulted

- The accidents are logged in the accident book
- For head injuries, a bump note is given to the child to take home and an adult is informed to keep a close eye on the child if they are not sent home
- If there is any doubt about a child's injury or illness a parent is contacted

### **Site Security**

- Security doors to the school entrances should be closed at all times
- Fire doors should be closed but kept clear
- Students enter the school through the main entrance and sign in at reception.

### **Appointments of Staff and Induction**

When new staff are appointed to the school they will be informed of the safeguarding arrangements in place. They will be given a copy of the school's Child Protection Policy and Safeguarding Policy as part of their induction and informed about who the Designated Teacher within the school is.

All staff appointed to work in school will be expected to have a Disclosure and Barring Service check (DBS).

### **Photographs & Videos**

All parents of students admitted to the school sign permission slips for video cameras to film their children to be used within Italia Conti Ruislip.

### **Positive Handling**

Our staff follow the guidelines set out in the most up to date DCSF guidelines relating to Positive Handling which assert that physical restraint may be used if there is a possibility that a child may be about to cause harm to him/herself or to another. It may not be used as a punishment. If physical handling is used the details are recorded.

All allegations of abuse by or complaints of a teacher will be dealt with by the Italia Conti Ruislip's Principal who will inform the named Safeguarding Officer at Italia Conti Academy. For any complaints about the Principal, Italia Conti Academy's Safeguarding Officer should be contacted directly.

### **Whistleblowing**

If members of staff ever have any concerns about adults within the school they have a professional duty to inform the school Principal accordingly.

Reviewed: June 2019

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