

How do we ensure site safety?

- Risk assessments carried out regularly and any issues communicated to pupils & staff.
- There is a designated Health and Safety Governor
- We keep records of accidents and particular behaviour issues with evidence of action taken
- All members of staff are required to wear ID badges at all times.
- All members of staff are aware of their responsibilities to report health and safety concerns to the site manager or a member of senior staff immediately.
- The school is expected to be kept in a tidy and clean state at all times.

E-Safety

Our schools have a separate policy on internet use and e-safety. Learning how to stay safe online forms a core part of our IT curriculum. Children can access online forums through video games and mobile phones as well as computers.

We encourage children to follow these rules:

- Don't post anything personal online
- Remember that some people may lie about who they say they are online
- Keep your privacy settings as high as possible
- Think carefully before posting pictures or videos of yourself
- Don't meet up with or share your location with people you meet online
- Learn how to block people you don't know who try to meet you
- If you see something online that makes you feel uncomfortable or unsafe tell a trusted adult immediately
- Never share your password

See also www.thinkyouknow.co.uk

What is the Prevent Strategy?

Since 2010, when the Government published the Prevent Strategy, there has been an awareness of the specific need to safeguard children, young people and families from violent extremism.

Extremism is defined by the Government in the Prevent Strategy as: *Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.*

Our schools value freedom of speech and the expression of beliefs / ideology as fundamental rights underpinning our society's values. Both pupils/students and teachers have the right to speak freely and voice their opinions. However, freedom comes with responsibility and free speech that is designed to manipulate the vulnerable or that leads to violence and harm of others goes against the moral principles in which freedom of speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion.

The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation. Our schools are clear that this exploitation and radicalisation should be viewed as a safeguarding concern.

Our schools seek to protect children and young people against the messages of all violent extremism and to report any concerns to the relevant authorities



Safeguarding Information for Parents

How do we work together to keep our pupils safe?

We take our duty to ensure arrangements are in place for safeguarding and promoting the well being of children very seriously and we adhere to the Local Authority Safeguarding Children Board Procedures and the Dfe, 'Keeping Children Safe in Education' guidance.

All members of the school community including volunteers and governors are required to play a full and active part in protecting our children from harm and ensuring their well being. We are duty bound to report any concerns that we may have and be pro-active in ensuring that risks are minimised.

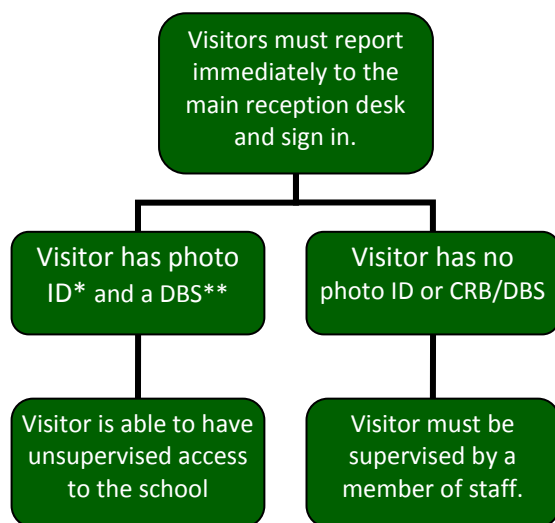
The following policies are linked to the information contained in this leaflet: Safeguarding, Keeping Children Safe in Education (DFE) , PSHCE, Health and Safety , Positive Handling, Attendance, Sex and Relationships , Medicines in Schools, Anti Bullying & behaviour, E Safety, Inclusion and Whistle Blowing all of which can be downloaded from our school website.



Keeping Children Safe in Our School

Visitors to School

All visitors must sign in and wear a visitors badge. Some visitors need to be accompanied when on site by a member of staff (see below). It is everyone's responsibility to politely challenge anyone without the correct ID.



* Valid photo ID Driving Licence or passport, Hackney Learning Trust/NHS/LB Hackney photo ID badge

** Schools should have a copy of a letter to confirm that the visitor is DBS (Disclosure & Barring Service) checked. More information on this is available at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

*** If a visitor does not have the relevant ID/checks they must wait until a suitable member of staff is available to supervise access.

Entry and Exit from the school

- All visitors must use the main school office during the school day .
- The school exit gates are attended by a member of staff at the start and end of each school day.

Staff Conduct

All staff have required to work in a professional way with children and receive regular update training on how to keep children safe. All staff are expected to follow a strict code of conduct in relation to:

- Working alone with a child (e.g. a door should always be open or a clear view into the room maintained)
- Physical interventions
- Cultural and gender stereotyping
- Dealing with sensitive information
- Giving to and receiving gifts from parents and children
- Contacting children through private telephones (including texting and), emailing, using MSN, or social networking sites
- Disclosing personal details inappropriately
- Meeting pupils outside school hours or school duties

Confidentiality

Members of staff and governors may have access to confidential information about pupils in order to undertake their responsibilities. In some circumstances the information may be highly sensitive. Confidential or personal information about a pupil or her/his family must never be disclosed to anyone other than on a professional need to know basis.

Pupil and staff records are all kept securely. Staff know that they are required to report any disclosure or safeguarding concern to the school safeguarding lead and are not able to 'keep secrets' of this nature.

Safe Recruitment

When recruiting new staff at least one member the interview panel must hold the NCSL Safer Recruitment certificate. Full references and DBS checks are undertaken of all employed staff,

Photographing Children

We understand that parents/carers like to take photos of their children or video them in the school plays, at sports day or school presentations. This is a normal part of family life and we do not discourage them from celebrating their child's success. However, it is asked that any images of other people's children are not placed online.

There are restrictions on the use of images of children (e.g. data protection) and may be health and safety considerations. We adhere to the following guidelines:

- We seek written parental consent for the use of photographs and images for use by the school when a child joins the school.
- If external visitors come to the school to make videos or take photographs for use outside the school we will seek specific parental consent
- Staff should be sensitive to the feelings of pupils who may be uncomfortable about being photographed and also be aware that placing images of some children on public forums or websites may put them at risk of harm

School Activities & Educational Visits

Staff and volunteers need to take particular care when supervising pupils during educational visits and are expected to risk assess all visits and take regular head counts during the visit. Staff and volunteers remain in a position of trust and the same standards of conduct apply as would be expected in the school building.

Governors

Our school Governors are aware of their role in safeguarding children, review the safeguarding policy annually and have a responsibility to ensure that the school is following this policy rigorously. There is a named safeguarding lead on the governing body.