



Our Lady & St Joseph Catholic Primary School

Safeguarding



Keeping children safe in school is a priority for us at Our Lady & St Joseph Catholic Primary School. We work together with families to ensure children are safe, happy and well educated during their time here.

This booklet outlines the different ways in which this school works to keep your children safe and also how parents can work with us to ensure that all children are kept safe in school at all times.

The School Safeguarding Team

The Safeguarding Team plays an important role in ensuring that the school applies its statutory responsibilities around safeguarding and child protection.

At Our Lady & St Joseph, our Safeguarding team is led by Aoife O'Grady (Acting Headteacher) and Nick James (Learning Mentor). They are supported in this role by Sarah Woodhouse (Acting Deputy Head/SENCo), Theresa Garnett (parental engagement/assessment coordinator) and Kathy Glass (attendance officer).

If you would like any further information about safeguarding at Our Lady & St Joseph, please contact us: admin@olsj.hackney.sch.uk



Ms Aoife O'Grady
DSL



Mr Nick James
DSL



Ms Sarah Woodhouse
Deputy DSL



Ms Theresa Garnett
Deputy DSL



Ms Kathy Glass
Deputy DSL

What is child protection?

Everybody at Our Lady & St Joseph has the responsibility to keep children safe from harm. We identify harm in the following ways:

1. Physical harm - This is when a child is deliberately hurt or injured.
2. Sexual harm - This is when a child is influenced or forced to take part in sexual activity. This can be a physical activity or non-physical activity by adults or other children.
3. Emotional- This is when a child is made to feel frightened, useless or unloved. It can also be when a child witnesses' violence or threatening behaviour.
4. Neglect - This is when a child is not taken care of by their parents/carers. It can be poor hygiene, poor diet, not coming to school or being left at home alone.

How do we keep children safe at Our Lady & St Joseph?

As a school, we will always listen to and work closely with parents if we have any concerns around your child. However, there may be times where we are unable to discuss our concerns directly with you if we believe that your child has been, or is being subjected to significant harm. In this instance we have a statutory duty to make a referral to external agencies.

How can you help us to keep your child safe?

The key to keeping children safe in school is an effective partnership between the school and our families. There are a number of ways in which we can work together to keep all our children safe.

Keep us informed

Sharing information and keeping school records up to date is vital, particularly if children become vulnerable or hurt whilst at school. Please ensure that;

- You provide at least three contact details that we can use in an emergency.
- You keep your contact details (address, telephone number, mobile number, email address) up to date and **inform us immediately of any changes**.
- You inform us of any change of circumstances that may affect your child's well-being. We can organise interventions to support your child and liaise with external agencies if appropriate.
- You provide us with accurate information about medical conditions and medicines that your child may be taking.

Staffing

School staff

All staff are provided with school ID badges that should be worn at all times when the member of staff is on duty at the school. This helps to maintain the security of the school and the safety of all people on the school site. All school staff have to obtain an enhanced DBS (Disclosure and Barring Service) check. This is used to ensure that all people employed at the school are suitable to work with children. The enhanced DBS check is a vital part of the school's safer recruitment procedures. In addition, we always obtain a minimum of two references from previous employers before offering any staffing role in the school. A single central record is kept in school, detailing the checks that have been completed.

School staff receive training in safeguarding and have a duty of care to pass on any concerns they have about a child to a member of the safeguarding team. All safeguarding concerns are recorded on our safeguarding software CPOMS.

School Visitors

All visitors are required to enter the school through the main entrance area where they are greeted by a member of staff. Visitors sign in using our electronic sign-in system (GDPR compliant) and read and agree to our safeguarding guidelines. Visitors are also required to sign out when leaving the site. This means that in the event of an emergency evacuation of the school, all persons can be accounted for.

School visitors are required to wear a coloured lanyard that indicates whether or not they have a DBS (yellow if they do, red if not).

Parent/Carer and Adult Conduct

All members of the OLSJ community act as role models for the pupils. We ask that parents/carers and visitors to the school also act as good role models through how they talk and interact with each other, the children and the staff of the school. We also ask that no parent/carer approach another child to discuss any incidents that may have occurred during the school day. Parents are advised to contact the school office and make an appointment to speak to a member of staff. Please see our Parent/Carer Code of Conduct policy for further information.

Attendance and punctuality

Your child should attend school every day. The school operates a 'soft start'. The school gates are open from 8.45am for children to come into school and go straight to class. To maintain site security, the school gates are always monitored by a member of staff. The gates are closed at 9:05am to secure the site. Please make every effort to ensure that your child is on the school premises by 9:00am.

A child's attendance is monitored daily and significant absences are followed up by the attendance officer. If your child is going to be absent from school for any reason, you must inform the school office before 9:00am. If we are not informed of a child's absence, the school office will call all three emergency numbers. If we are unable to reach family or next of kin by 10:30am, we will conduct a home visit. If we are still unable to make contact, we are required to refer this to Social Services. The school sends attendance and punctuality grids to all parents each term.

Leave of absence forms are available on the school website (paper copies are available from the office). Please ensure you complete a leave of absence form in advance of any planned absence from school.

Proof must be provided of all medical appointments. Please ensure you send paperwork through to the office via email or hard copy.

Keeping children safe at the beginning and end of the school day

Mornings:

Members of staff are always on duty at the gate to welcome children in the morning. The children go straight to class where their class teacher will be waiting with a soft start activity from 8:45am.

Home time:

Children will be dismissed by their class teacher at home time. Please ensure you inform the office if someone different will be collecting your child. The school will not hand a child over to an unknown adult without prior consent from a parent/carer. Children are permitted to go home unaccompanied providing the school has received written consent from their parent/carer.

When staff are dismissing their classes at the end of the day, it is difficult to have prolonged conversations with parents. If you have concerns and wish to talk with the class teacher or a senior member of staff, please contact the school office to make an appointment. If you are going to be late in collecting your child, please inform the school office and we will keep your child safe until you arrive.

After School Activities

The school will inform you of the collection time and collection gate for after school clubs and After School Care. Please ensure you inform the office if someone other than a parent/carer is collecting your child.

The School Premises

The school is committed to delivering a school premises that is safe and secure for all children, staff and visitors. As part of Health & Safety procedures, there are regular walkabouts by senior leaders and governors to ensure that the premises are safe and to identify any potential hazards.

The school has an extensive CCTV system that is used to keep the school premises safe and secure.

Emergency Procedures

The fire alarm system is checked weekly on Monday mornings. Emergency evacuation and fire drills are carried out each half term. These evacuations are monitored and any areas for improvement are identified and acted upon.

Accidents, injuries and medical

Accidents and Injuries

Sometimes, particularly at playtimes and in PE lessons, children can have accidents or be injured. Accidents are recorded in an accident book.

Any recorded head injuries are followed up with a phone call. We ask that parents and carers check their phones for messages in case we are unable to reach you. It is important to monitor children for up to 12 hours after a head injury, particularly if they become sleepy or disorientated. We advise you to have all head injuries checked by a medical professional. Minor cuts and bruises are dealt with by qualified first-aiders. See our First Aid policy for further details.

Medicines in School

The school follows a robust policy regarding the administering of any medication. See our 'Supporting Pupils with Medical Conditions' policy for further details.

Prescription medicines will only be administered at school when it would be detrimental to the pupil's health or school attendance not to do so **and** where we have parents' written consent.

- Medicines must be clearly labeled with the child's name, provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage.
- Parents must provide written consent for prescribed medication to be administered.

Non-Prescription medicine will not be administered in school.

Be Allergy Aware

At Our Lady & St Joseph we recognise that a number of our school community members (pupils,

parents, visitors and staff) may suffer from potentially life-threatening allergies or intolerances to certain foods. Our Lady & St Joseph is committed to a whole school approach to the care and management of those members of the School community. The School's position is not to guarantee a completely allergen free environment, rather to minimise the risk of exposure by hazard identification and communication of information.

The School is committed to minimising the risk of exposure to known food allergens through:

- Ensuring staff are aware of any pupils with food allergies and intolerances through the use of class medical folders.
- Ensuring staff preparing and serving food are fully aware of pupils with food allergies and intolerances.
- The use of coloured trays in the lunch hall for easy identification of pupils with food allergies.
- Staff training on food allergies/intolerances including symptom (anaphylaxis) recognition and treatment.
- Nut-free kitchen

Behaviour and attitudes

At Our Lady & St Joseph we are very proud of the behaviour of our children, both towards their learning and towards each other. All children have the right to feel safe at all times.

We aim to include both pupils and parents in discussing incidents of negative behaviour, and to agree strategies and interventions that will allow all children in the school to learn in an effective and safe environment. Full details of the behaviour policy can be found on the school website.

School uniform

PE clothing

PE is an important part of the National Curriculum and an area that can present a risk with regards to accidents. To ensure that all pupils can take part in a safe manner it is therefore very important that pupils wear the correct clothing:

- T-shirt and jumper (if needed)
- shorts or jogging bottoms/leggings
- plimsoles or trainers
- No jewellery

The curriculum

Today's children and young people are growing up in an increasingly complex world and living their lives seamlessly on and offline. This presents many positive and exciting opportunities, but also challenges and risks. In this environment, children and young people need to know how to be safe and healthy, and how to manage their academic, personal and social lives in a positive way.

Since September 2020, Relationship and Health Education became compulsory in all Primary schools in England. At Our Lady & St Joseph, we follow the Ten Ten scheme of work: *Life to the Full*. Life to the Full is a fully resourced scheme of work in Relationships and Health Education (RHE) for Catholic primary schools, which embraces and fulfils the new statutory curriculum.

Keeping Children Safe Online

The use of online learning platforms, digital research and mobile apps is becoming more

commonplace both at schools and at home. At Our Lady & St Joseph we keep children safe online through:

- Ensuring that a highly effective filtering system, provided through the London Grid for Learning, is used to ensure that children are not exposed to, and cannot access inappropriate digital content.
- The planning and delivery of focused lessons for children about how to keep themselves safe online and the appropriate use of online resources.
- Keeping parents informed of the latest developments in online safety.

School Trips

We aim to enhance and enrich the school curriculum through providing educational trips to places of interest. Before such trips take place, the trip organiser carries out a risk assessment that recognises any hazards that may occur and actions to minimise the risk of their occurrence. These risk assessments are always approved and signed off by a senior member of staff.

Mental Health and Wellbeing

Time to Talk

Sometimes children just need an opportunity to talk to someone about their concerns, fears or hopes for the future. A child who is happy and feels safe and secure is ready for learning. Your child's class teacher and the support staff in school play a vital role in ensuring your child is happy and safe in class. In addition, the school also employs an ELSA (Emotional Literacy Support Assistant). Mr James is our qualified Emotional Literacy Support Assistant. He has been trained by Educational Psychologists to plan and deliver programmes of support to pupils who are experiencing temporary or longer term additional emotional needs. The majority of work is delivered on an individual basis, but sometimes small group work is more appropriate, especially in areas of social and friendships skills. ELSA sessions take place in our ELSA room, which provides a calm, safe space for the child to feel supported and nurtured.

WAMHS Project/Mental Health Support Team

We are proud to be part of the Wellbeing and Mental Health in Schools (WAMHS) project. The WAMHS project is an initiative led by the CAMHS Alliance with the support of the Integrated Commissioning Board for Children and Young People's Mental Health in City & Hackney. This innovative service aims to improve mental health and wellbeing support for children and young people in City & Hackney.

Our designated mental health lead in school is Sarah Woodhouse (SENCo). She is supported in the role by our Wellbeing Framework Partner (Hackney Education) and an allocated CAMHS worker in School (CWIS). The role of the CWIS is to provide expert knowledge and support for the school, which may include:

- Attending regular planning meetings in schools to support holistic thinking around student wellbeing, mental health and need
- Providing training to increase staff awareness and knowledge in the early identification and support of students' mental health difficulties
- Supporting the development of skills in managing the impact these difficulties can have in a school setting
- Consultation to support further understanding of need in students and advise and support schools' staff in how best to respond to student need

- Whilst the CWIS will not be providing ongoing individual mental health support to students, they will support involvement with appropriate external services so schools feel confident in referring students if needed and if agreed with the student's parent/carer.

The school is also supported by the Mental Health Support Team (MHST). The MHST are NHS practitioners that work in our school with parents, staff and pupils to help improve children's emotional wellbeing. Support includes:

- Guided self-help for parents/carers who have mild to moderate anxiety or challenging behaviour
- Group work with parents
- Group work for children and/or parents
- Education about emotional wellbeing
- Specialist approaches (eg preparing for the Y6 secondary transfer)

If you have concerns about your child's mental health and wellbeing and would like to speak with someone at school, please contact your child's class teacher or our designated mental health lead, Sarah Woodhouse.