



Safeguarding Policy

Reviewed on February 2017

'Safeguarding is everyone's responsibility, every day'.

Al-Falah policy

Child Protection Reform

Amendment Act 2016

Will comply this policy

This policy is written with regard to

- Department for Education (DfE) guidance "Keeping Children Safe in Education" issued in September 2016
- Home Office guidance "Channel: Protecting Vulnerable People From Being Drawn into Terrorism" issued in 2015
- Home Office guidance "Prevent Duty Guidance in England and Wales" issued in 2015 and the associated 'The Prevent Duty: Departmental advice for schools and childcare providers' subsequently issued by DfE in 2015;
- Home Office guidance "Channel: Vulnerability Assessment Framework" issued in 2012;
- DfE guidance "Working Together to Safeguard Children" issued in 2015;
- DfE guidance "What To Do If You're Worried A Child Is Being Abused" issued in 2015;
- DfE guidance "Disqualification Under the Childcare Act 2006" issued in 2015
- It also draws upon good practice within Local Safeguarding Children Board procedures.

IMPORTANT LINKS: All staff is required to read and understand [Keeping Children Safe in Education \(2016\)](#)

[Keeping Children Safe in Education \(2016\)](#)

[Child missing from education;](#)

[Female genital mutilation \(FGM\);](#)

[Preventing radicalisation;](#)

Our first and foremost priority is to keep your child safe and healthy. Under the new OFSTED framework safeguarding is a key indicator of what constitutes a good school. Keeping your child safe means:

- The health and safety of all children
- Making sure that the adults who work here have undergone safety and security checks
- Protecting children from deliberate harm
- Being an anti-bullying school

- Being proactive against racist behaviour
- Being proactive against attempts to indoctrinate children in to any form of extreme ideology
- Protecting our children from harassment and discrimination
- A positive approach to behaviour management
- Meeting the needs of children with medical conditions
- Providing first aid
- Children enjoying safe educational visits
- Caring for children's personal needs
- Keeping children safe when using the internet and making sure they are aware of cyber bullying.
- Making sure our school is secure and safe
- Being a 'listening school'.
- Ensuring they know who to go in school if they have a problem

Your child and their health & safety are our number one priority. We employ the following strategies to keep your child healthy and safe:

Child Protection

All staff receives appropriate training in Safeguarding and Child Protection to ensure that they are aware of the school's procedures for child protection and We have a written policy and procedures for Child Protection complying with Local Authority guidance. The Designated Teachers for Safeguarding **Shahan Ahmed** The designated governor for Safeguarding is M A HUSSAIN. Look at our child safeguarding policy separate.

Recording and Reporting Racist Incidents

Under the Race Relations (Amendment) Act 2000 and Home Office Code of Practice on reporting and recording racist incidents (2000) schools are required to record and investigate all racist incidents and to report them to the Local

Preventing Radicalisation and Extremism

In line with the DfE's Prevent Duty advice (June 2015) we are committed to actively promoting the fundamental British values of democracy, the Rule of Law, Individual Liberty and Mutual Respect and Tolerance of those with different Faiths and Beliefs. Our core mission of diversity instils all we do. We place a strong emphasis on the common values that all communities share such as self-respect, tolerance and the sanctity of life. We work hard to broaden our students' experience, to prepare them for life and work in contemporary Britain. We teach them to respect and value the diversity around them as well as understanding how to make safe, well-considered decisions. We recognise that we have a responsibility to protect children from all forms of extremism and this forms an integral part of our Safeguarding Policy. This includes

the use of internet in school, to ensure children are safe from terrorist and extremist material when using the internet. If you have any concerns regarding radicalisation and extremism please contact one of our designated Safeguarding leads (M A Hussain or Shahan Ahmed) at the school. Look at our Prevent Duty Policy including FGM and British values separate. .

Collecting your child during the school day

Please try and make appointments out of school hours if possible. If you have to collect your child during the school day for a medical or dental appointment, please write a note to the class teacher or let the office staffs know.

If your child is ill

Please keep them at home and notify us by 8:30am on the first day of any absence so that we know they are safely at home with you. We have a policy of contacting parents / carers if we haven't received a message by 8:30am.

If your child becomes ill during the day they will be monitored and we will telephone you if we feel it is necessary to do so. Any cuts and grazes resulting from normal play in the playground will be dealt with by our first aid trained office staff, learning support assistants or teachers. Any bumps on the head will be reported to the child's teacher and parents / carers will also be notified. We ensure that several members of staff have First Aid certificates and our two fully qualified First Aiders are - S Abdullah and S Alam in the School Office.

Medicines

If a child is receiving ongoing medication, parents are allowed to come into school by prior arrangement to administer this. Medication cannot be administered by school staff without prior agreement: please visit the school office to discuss this. Medicine and tablets must never be given to a child to be brought into school. We will ask you to fill in an **Individual Medical Care Plan** if your child has medical needs. Please advise the school if there are any changes to your child's health which the school should know about.

Health & Welfare

The health and welfare of the children is monitored closely. We have numerous members of staff trained in First Aid to look after any child who becomes sick or injured whilst at school. Parents and carers will be informed immediately if we think a child is too unwell to stay in school. If your child is unwell in the morning, it is advisable that he/she should stay at home until fully recovered, as we have no facilities for looking after sick children.

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Jewellery

For the sake of safety we request that jewellery should not be worn to school, with the exception of small stud ear-rings and watches which may be worn at the owner's risk.

The Local Authority regulations state that *all jewellery must be removed for P.E.*

Fire Drill

Our fire bells are tested weekly and a fire drill is held each term to ensure the swift evacuation of the building. If you are helping in school and the alarm sounds, please leave by the nearest exit and assemble in the Multi Use Games Area in the playground.

Fire Safety

Once a year the school welcomes representatives from the local Fire Brigade who come to talk to Ks1 and KS2 children about Fire Safety. An effective fire alarm system in place, school continue with fire drill for whole school once in every term and fire extinguishers are well maintained and it checks by qualified agency.

Road Safety

As part of our Travel Plan we have set a target to continue to increase the number of children walking and cycling to school. We ask parents / carers to support us and ease traffic congestion by walking your child to school, or by encouraging them to cycle; this provides an ideal opportunity to teach your child about road safety and traffic awareness. If you do travel by car, please park well away from the school entrance for the sake of the safety of our pupils.

Road Safety Officers visit the school on an annual basis to ensure that all children are aware of how to stay safe as pedestrians.

During school hours

We have very clear rules about behaviour and use of play equipment in the playground. Supervising adults are outside with the children every playtime and lunch time to help ensure that playtimes are a happy time for children.

No Smoking Area

Our school building is completely 'No Smoking area' so we ask for your co-operation in extinguishing cigarettes before entering the site.

Security

The school was built with security of pupils and staff in mind including:

- perimeter fencing and gates
- a modern effective fire alarm system
- door entry system and signing in procedure for all visitors and staff
- CCTV recording

Visiting the school

Any visitors to the school must sign in and out as a visitor and wear their badge at all times. Our staffs are trained to challenge anyone not following this practice, so we apologise in advance.

Gate Duty

At the beginning and end of each day there is always at least one member of staff at the gate to make sure that children stay safely inside the school playground once they have been dropped off by parents and do not leave without an accompanying adult (unless they are older pupils with permission to go home unaccompanied).

Police/Community Officers

We have excellent relations with our local police and community officers who regularly attend our school events and are invited in to different classes to talk about a variety of topics.

Swimming/ karate

In years 4, 5 and 6 children in go for swimming one term every year. They are accompanied by 2 members of staff who remain poolside during the lesson and closely supervise the children in the changing rooms. The children are taught swimming by fully trained instructors. We are successfully teaching karate from last year by a trained karate teacher. The children and parents are very enthusiastic about the Karate teaching.

Risk Assessments and School Trips

All school trips involve the undertaking of a risk assessment and our children wear high visibility tabards clearly identifying them as Al-Falah Primary School pupils on all educational trips.

Bullying

It is the responsibility of the whole school to ensure that school is a bully free zone. We are proactive in promoting a caring and positive ethos between all members of the school community. We have an anti-bullying policy with very clear procedures in place in the event of an incident involving bullying. We follow the SEAL (Social, Emotional Aspects of Learning) scheme of work and every half term there is a new topic that the whole school focus on through circle time, discussion groups and school assemblies. Every year we focus on anti-bullying week through SEAL and involve the children in anti-bullying competitions.

Cyber Safety

E-Safety is taught alongside computer skills throughout a child's time at Al-Falah . We take cyber safety very seriously at Al-Falah. The school has clear rules for responsible Internet use which are displayed in classrooms and the e-learning zone. We have monitoring systems in place to prevent children at school accessing websites considered to be unsafe or inappropriate, and encourage parents and carers to be aware of the online material and websites that their children are accessing at home. At Key Stage 1 children learn the importance of keeping their personal details private and safe and how to behave politely and responsibly online. Children also learn to tell a trusted adult if they don't like what they see online. At Key Stage 2 these key safety messages are reinforced and through discussion and viewing videos of potential scenarios children will learn about how email and social networking sites work, how they can keep themselves and their friends safe in the anonymous internet world. If we become aware of issues relating to specific children we inform parents.

Signature:

Head teacher:

Chair of Governors.....

Date: