

Photographing children

Parents are advised that any permitted photographs taken of children whilst in school during school performances and events must not be shared on social media. Staff only take photographs for school purposes using school equipment. Visitors are not permitted to take photographs of children unless they have received prior consent.

Internet Safety

All members of the community are educated about internet safety. Parent meetings are held annually highlighting the importance of internet safety and the responsibility of parents and carers. It is also taught through the curriculum to children of all ages.

Governors and Trustees

Governors and Trustees are aware of their role in safeguarding and the trustees annually ratify the safeguarding policy. All governors are required to hold a DBS, which has been certified by the school. Information is held on the single central record about all governors, trustees and staff within the Trust. A member of the Local Governing Board is linked with the school in order to monitor the safeguarding procedures and protocols within the school. They liaise with the safeguarding team and conduct a formal visit termly in order to monitor the effectiveness and impact of safeguarding within the school.

If you have any concerns around the safeguarding of the children at Bowes Primary School, or would like further information please ask in the school office and they will be able to assist with your query. Our safeguarding policy is available on our school website.



Bowes Primary School



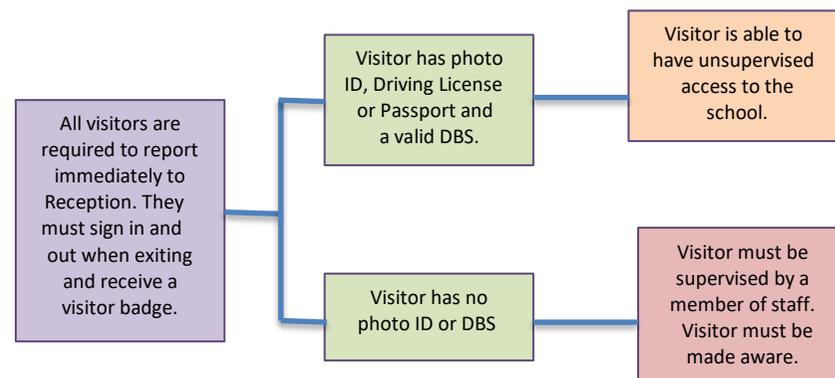
Safeguarding Information 2019

This leaflet outlines how we as a school and community ensure that our children are safe. As a Trust, we recognise that we have a duty to ensure arrangements are in place for safeguarding and promoting the wellbeing of children. We recognise that all members of the school community, including volunteers and governors, should play a full and active part in protecting our children and ensure appropriate safeguarding is in place.

Safeguarding the School Premises

Staff and members of the community are responsible for the safety of the perimeter of the school and ensure that gates and doors are closed behind them to restrict access into the school.

Visitors to School



Staff Training

All staff receive safeguarding training every three years, with further annual updates and reminders. There are strict procedures within school which staff are instructed to follow when dealing with a safeguarding concern. Please see below for details on the TEDDY procedure.

T – Tell me what happened

E – Explain what you mean (so you are clear about people and events)

D – Describe what happened

D – Don't promise confidentiality

Y – Your responsibility to contact designated staff

Designated Members of Staff

There are a number of designated members of staff across the school. These adults receive regular in-depth training on safeguarding. They are responsible for keeping child protection information records secure, offer advice and support to colleagues, pass on concerns to relevant authorities and liaise with social workers. Posters of all designated staff are in and around school.

Prevent Training

All staff receive prevent training and are aware of the signs of radicalisation- understanding the importance of identifying this as a safeguarding concern.

Allegations Against Members of Staff

Any concerns about the conduct of a member of staff should be passed on to the Headteacher. If the concern is about the Headteacher, then it should be reported to the CEO. Allegations will be thoroughly investigated and action may be taken. If an allegation is made about the conduct of the CEO then this should be reported to the Enfield Learning Trust Chair of Trustees.

Confidentiality

All staff receive a Code of Conduct, which they read and sign annually stating their responsibility to remain confidential about any sensitive information and information is only disclosed on a need to know basis. All pupils and staff records are kept secure.

Safer Handling

All members of staff have a duty of care to ensure all children are safe, this may mean that there is a physical intervention, although this is rare. It happens only when necessary to protect a child and keep them safe. Select members of staff across the school have received training in safer handling.

Staff Conduct

Staff are required to work in a professional manner with children. Our Code of Conduct, which is signed by all staff annually, ensures that staff are aware of the procedures and protocols relating to the following areas:

- Physical Intervention
- Cultural and gender stereotyping
- Dealing with sensitive information
- Contacting children through any means of phone, email or social media
- Non-disclosure of personal details

Safer Recruitment

When recruiting a new member or staff there is always at least one member of the interview panel who has successfully completed Safer Recruitment training. This is stated on interview documents and that person will be involved throughout all of the recruitment and selection process.

Single Central Record

The single central record holds all information on all staff and visitors, including volunteers and contractors, working in the school. Any adult working within school is required to hold a DBS, which has been certified by the school.