

## Online Safety

The school has a separate policy on internet use and e safety.

## Before and After School Activities and Educational Visits

Staff and volunteers should take particular care when supervising pupils in the less formal atmosphere of an educational visit, particularly in a residential setting, or after-school activity. Staff and volunteers remain in a position of trust and the same standards of conduct apply. The school has a policy on educational visits which forms part of this policy.

## Visitors to School

Visitors are admitted on to the school site and must report immediately to the main reception desk and sign in.

Visitor has photo ID\* and a DBS\*\*

Visitor has no photo ID\* or a DBS\*\*

Visitor is able to have unsupervised access to the school.

Visitor must be supervised by a member of staff. Visitor must be made aware.

\* Valid photo ID, Driving Licence or passport, Virgincare/NHS, DCC or Babcock LDP photo ID badge.

\*\* Schools should have a copy of letters from Virgincare/NHS/DCC and Babcock LDP to confirm that their employees are DBS checked.

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

All visitors must sign into the InVentry System. The member of staff signing the visitor in must ensure the visitor wears their ID badge displaying it in their lanyard at all times and must be supervised.

4

## GOVERNORS

Governors at this school are aware of their role in safeguarding children, review the safeguarding policy annually and ensure independent contractors have the required child protection procedures.

A designated governor liaises with the school to review school policies and procedures and reports back to the governing body.

## SITE SAFETY

- Risk assessments carried out regularly and communicated to pupils & staff.
- There is a designated Health and Safety Governor.
- There is an accident book, behaviour book with evidence of action taken and impact of action.
- 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 immediately.
- Windows should not be blocked or covered.

## CONTACT INFORMATION

### MASH

Worried about a child's safety or are concerned about a child? There are different numbers for different areas:

**Devon:** Multi-Agency Safeguarding Hub: 0345 155 1071  
Emergency out of hours 0845 6000 388

Email: [mashsecure@devon.gov.uk](mailto:mashsecure@devon.gov.uk). Website: <https://new.devon.gov.uk/educationandfamilies/child-protection>

**Plymouth:** 01752 668000 out of hours: 01752 346984  
Email: [gateway@plymouth.gov.uk](mailto:gateway@plymouth.gov.uk). Website: <https://www.plymouth.gov.uk/reportingabuseandneglect>

**Police:** 999. If a child is at immediate risk!

### School

Woodlands Park Primary School, Abbots Road, Ivybridge  
Devon, PL21 9TF. Tel: 01752 690046

Email: [admin@woodlandspark.devon.sch.uk](mailto:admin@woodlandspark.devon.sch.uk)

Website: [www.woodlandspark.devon.sch.uk](http://www.woodlandspark.devon.sch.uk)

5

# Woodlands Park Primary

## Safeguarding Information

The Governing Bodies of the partnership schools fully recognise that they have a duty to ensure arrangements are in place for safeguarding and promoting the wellbeing of children (Section 175 of the Education Act 2002). We adhere to the LA's Safeguarding Children Board Procedures.

We recognise that all members of the school community including volunteers and governors will at all times play a full and active part in protecting our children from harm.

The following policies are linked to the information contained in this leaflet:

Safeguarding, Health and Safety, Positive Handling, Pupil Discipline, Attendance, Sex and Relationships, Medicines in Schools, Anti-Bullying, E Safety, Confidentiality, Recruitment, Inclusion and Whistle Blowing

## Designated Safeguarding Members of Staff



Designated Safeguarding Lead  
Mrs Hunter



Deputy SL/Headteacher  
Mrs Vollans



Deputy SL  
Mrs Ham



Deputy SL  
Miss Walker



Deputy SL  
Mrs Prout



Deputy SL  
Mrs Pearce

The information enclosed outlines how we as a school and a community intend to keep our children safe. The policies and guidelines are not intended to alienate parents or visitors but ensure the children are safe at all times.



WESTCOUNTRY  
SCHOOLS TRUST

Together we all discover, learn,  
grow and succeed



### Entry and Exit from the school

- All visitors must use the main entrance during the school day.
- All visitors must report to the main reception upon entering the school premises.
- The pupil entry gate is open from:  
8.40 – 8.50am  
3.15 – 3.45pm

The gate is staffed at these times.

### STAFF

If a member of staff has any concerns or queries about any of the below guidance they should seek advice from a senior leader immediately.

#### Staff Conduct

All staff are required to work in a professional way with children. All staff should be aware of the dangers in:

- Working alone with a child (eg a door should always be open or a clear view into the room maintained).
- Physical interventions (see Positive Handling Policy, never prolong contact, follow team teach guidance re 'side on' contact).
- 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 net-working 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 need to know basis in line with GDPR. Pupil and staff records are all kept securely.

### Safe Recruitment

When recruiting new staff at least one member of the interview panel must hold the Safer Recruitment certificate.

#### Designated Members of Staff

The designated members of staff keep child protection securely, offer advice and support to colleagues, pass on concerns to the relevant authorities and liaise with agencies.

#### Allegations against a member of staff

Any concerns about a member of staff's or volunteers' conduct should be passed on to the Head of School. The Executive Principal and the Chair of Governors will be informed and an investigation will be carried out.

#### Single Central Record

The Single Central Record holds information on all staff, volunteers and contractors working in the school. The admin staff are responsible for the upkeep of the SCR and the Deputy Head and Safeguarding Governor of the School monitors it regularly in-line with OFSTED requirements.

### PUPILS

#### Physical Contact and Restraint

Members of staff may have to make physical interventions with children. Members of staff should only do this where it is necessary to protect the child, or another person from danger and when the member of staff has received appropriate training.

#### Photographing Children

We understand that parents/carers like to take photos of their children or video them in the school performances, at sports day or school presentations. This is a normal part of family life and we do not discourage parents from celebrating their child's success but please remember that these images can only be shared ie social media if they are of your own child/children. This is to protect and safeguard all members of the community.

The General Data Protection Regulation (GDPR) and UK Data Protection Act 2018 does not stop parents from taking images or videos at school events but you would breach it if you did not have the consent from other parents whose children might be captured in those photos or videos.

There are restrictions on the use of images of children (eg 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 (including the school website, brochures, newspapers) when a child joins the school.
- If 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.
- Staff should be aware of the use of flash photography and the impact it may have on some of our pupils.
- Children's names will only be used in publicity where individual pupils are being congratulated on their achievement and an images consent form has been completed.
- Images are deleted after use or in the case of the school's website or brochures kept with consent forms until they are no longer required.

#### Children with SEN

We recognise that statistically, children with behavioural difficulties and disabilities are most vulnerable to abuse. All members of staff who support these pupils will be made aware to the need for vigilance for the signs of abuse.

#### Transporting Pupils

In certain situations eg out of school activities, staff, volunteers or governors may agree to transport pupils. Wherever possible any transport arrangements should be made in advance by a designated member of staff. Child protection issues are addressed by not having any pupil alone with the driver other than their own child. If this is unavoidable, then the child must not ride in the front and must travel with at least one other child.