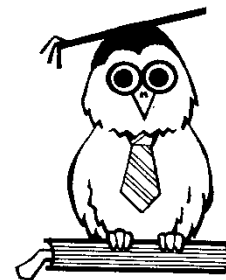


West End Primary School



Safeguarding Statement

Statement created by staff and governors

Reviewed: November 2024 (TLPS governors)

Next Review: November 2027 (TLPS governors)

Person responsible: Rebecca Yeadon (headteacher)

Our pupils are continually taught and encouraged to live healthy lifestyles and adopt safe practices. Our safeguarding policies and practices help to ensure that they are safe, happy and healthy.

School policies are in place to ensure that there is a consistent approach to practices throughout the school and that they are followed by staff, governors and volunteers.

Adults have a tremendous impact on young children and with this in mind adults at West End School

- are good role models for children
- enjoy their work and working with children
- are conscientious and hard-working
- welcome and support visitors to school
- recognise and value strengths in each other and use these to support everyone
- work within that agreed policies of the school
- promote a happy, caring and safe school
- encourage children to think for themselves, ask questions and find answers
- create an environment of trust whereby children are trusted to work seriously
- challenge and support children in their learning.

There are many policies in place to safeguard our children, including:

Safeguarding Child Protection, Guidance for Safer Working Practice, Working Together to Safeguard Children

This is sensitive area in which all staff and governors receive regular training. West End Primary School and other services for children and families all work together to support the needs of children. There are two designated officers for child protection in school (Helen Dillon and Catherine Bagnall) and there is also a named governor for child protection. The child protection policy can be viewed at any time on request and is published on the school website. The Leeds model policy has been adopted, with minor adaptations to suit our particular context, by the Deputy Headteacher and governing body of West End Primary. The policy is reviewed annually in line with any changes that may have been made to the model policy by the safeguarding team. This is to ensure the integration of current issues and good practice. The school follows the Leeds guidelines for Child Protection and Safer Working Practice within schools.

Keeping Children Safe in Education

The school follows the DFE guidance for Keeping Children Safe in Education and updates this policy each Autumn term in line with Government changes. This policy is read and signed by all staff and shared with and approved by all governors (latest approval of policy Autumn 2019)

The annual audit for safeguarding for Leeds is completed by the safeguarding lead and approved and submitted by the Head and the chair of governors.

Prevent Duty

At West End we recognise the need to fulfil the Prevent Duty. Protecting children from the risk of radicalisation is seen as part of schools' wider safeguarding duties, and is similar in nature to protecting children from other harms. All concerns will be reported to the DSL and followed up in line with child protection and safeguarding procedures and child protection policies.

We build resilience to radicalisation by promoting fundamental British values and enable our children to challenge and debate controversial issues in a safe space through our school ethos and everyday practice. Our Personal, Social and Health Education (PSHE) curriculum provides pupils with time to explore sensitive or controversial issues, and equips them with the knowledge and skills to understand and manage difficult situations.

Attendance

Children's attendance at school is monitored on a daily basis and notable absences or patterns of absences are followed up by the Learning Support Mentor in school and, if needed, supported by the Horsforth cluster attendance team. West End School have an open door policy encouraging parents to come in to school as they drop off and pick up children. The classroom doors open at 8.45 and register begins at 8.50. Children dropped off after this time go straight to the office to register. At 9.00 the office staff check the class registers and follow up on non-attenders for the day to ensure the safety of the children. At the end of the day, teachers will ensure that children are collected in line with our Child Protection Procedures; any late collections are again done at the school office to ensure children are always supervised. Families with low attendance or high levels of lateness will be alerted by school in writing and offered support from school and from the cluster as needed.

Behaviour

High standards of behaviour are expected in our school. Our Behaviour Policy and Governor's Behaviour Principles Statement set out how we promote good behaviour and deal with any problems. Our children are often reminded about our school rules (worded by themselves in the form of the West End Rap) and they know that we have them in order for everyone to be happy and keep safe.

Health and Safety

Everyone at West End Primary knows they have a responsibility to ensure children and adults are able to work in a healthy and safe environment. We have several fully trained first-aiders amongst our staff – they deal with illnesses and accidents should they occur and complete the paperwork as documented in our Health and Safety Policy. This policy along with the Fire Safety and school Drug Incident Management Policy is regularly shared with staff and governors to ensure they fully understand the safety requirements and routines across school.

Curriculum

Through the planned curriculum, we ensure that the issues of healthy eating, physical exercise and safety are taught across a range of curriculum areas. This aspect is enhanced by themed weeks and many visitors to school. For example, police officers who talk to the children about issues such as road safety and D-Side who teach about health issues and drugs awareness.

Online Safety and Acceptable Use of ICT

The aim of the guidance in this policy is to inform all staff of best practice around online safety and draw attention to existing local and national guidance on this subject so that we can maintain the safest possible learning and working environments for children and staff alike. The document has been created in line with national and local guidance.

The school's Acceptable use policy states what is acceptable in terms of use of hardware, use of the internet and publishing content. It is intended for all ICT users at West End Primary: staff, children, governors etc. Acceptable use of ICT is defined as activities that provide children with appropriate learning experiences or that allow adults to enhance their own professional development. We also publish a Social Media Policy and use of digital devices policy as part of our Computing and Online- Safety Policy.

Safer recruitment and selection

This aspect is taken very seriously. Governors and the school ensure that all staff new to the school and volunteers who work in school on a regular basis undertake a CRB (now DBS) check and full references are acquired before the person takes up post; these details are stored in the school central record which is regularly reviewed and updated. When recruiting for new staff, at least one member of the interview panel will have received the safer recruitment training from Leeds city council. As well as this the job advertisements are carefully worded in line with guidance from Leeds to promote safety and equality.

Contact details

The school actively encourages parents to ensure that up to date contact details are supplied to the office staff. These details include addresses, phone numbers, doctor's details and next of kin. Forms from school, requesting these details are given to parents before their child enrolls at the school and forms are sent out at the beginning of the school year to families, so that they can check that the data held is correct.

Medicines

As set out in the Medicines Policy and Health and Safety Policy, the school will administer prescription medicines for children once parents have completed the required paperwork. All dangerous materials (including medicines) will be kept away from children in a locked room or cupboard. The school Drug Incident Management Policy has been shared with all staff promoting safe practice in school at all times for children and adults.

Complaints

If any complaints are made, we will listen to concerns and will follow up any issues. The school is committed to working closely with parents / carers and the community for the benefit of the children – no problem is too small. There is a clear procedure in place; the Headteacher will always be happy to meet and help resolve any issues. If the issue has not been resolved then they will be advised to contact our Governing Body (contact details are available at the school office).

If you have any concerns regarding the safeguarding procedures for activities in school, please speak to a member of staff and, where necessary, an individual care plan can be put in place.