

## **Providing a safe environment for children at Onchan School**

This document supports the Safeguarding Policy for Onchan School

All parents and carers of pupils attending Onchan School must feel secure in the knowledge that they are entrusting their children to adults who will strive to keep them safe at school. We will do this by:

- Promoting a caring, safe and positive environment within the school.
- Ensuring everyone in school has an up-to-date DBS check in place.
- Ensuring that our staff are appropriately trained in safeguarding and child protection according to their role and responsibilities and keep a record of all training undertaken.
- Encouraging the self-esteem and self-assertiveness of all pupils through the curriculum so that the children themselves become aware of danger and risk and what acceptable behaviour is and what is not.
- Working in partnership with all other services and agencies involved in the safeguarding of children.
- Displaying appropriate posters that detail contact numbers for child protection services.
- Welcoming visitors and ensuring all visitors wear a Visitors Badge, read our Safeguarding leaflet and our Fire Safety leaflet.
- Undertaking risk assessments when planning out of school activities or trips.

### **Attendance at school**

We are aware that a pupil's unexplained absence from school could mean that they are at risk from harm.

(1) We will always report an unexplained absence of a child with a Child Protection Plan to the child's social worker immediately

(2) We will always seek to clarify the reason for a child's absence from school with the child's parent or carer as soon as is practicable on the first day of absence using an SMS text message from Arbor.

(3) We will always report a continued and sustained absence about which we have not been notified by the parent or carer to the Education Welfare Service

(4) We will always report to the Education Welfare Service the continued absence of a child known or thought to have been taken overseas if the child does not return to school on the expected return date.

(5) We will actively engage with Parents and Carers to promote high standards of pupil attendance.

### **Pupil Behaviour. (Please see our school's Behaviour Policy)**

We will aim to maintain a safe and calm environment by expecting good behaviour from our pupils in line with our behaviour policy.

We are aware that any physical response from a member of staff to a pupil's poor behaviour could lead to a child protection concern being raised by the child or parent/carer.

(1) No member of staff will use force when dealing with a pupil's breach of our behaviour policy unless the potential consequences of not physically intervening are sufficiently serious to justify such action. The acceptable method for Positive Handling is Team Teach. Relevant staff are trained wherever possible subject to updates being available.

(2) We will always record any occasion when physical intervention has been necessary in the correct manner.

(3) We will always notify parents or carers of any such incident

### **Bullying (Please refer to the school's anti bullying policy)**

We understand that bullying is harmful to children. We have an anti-bullying policy that sets out our aim of ensuring no child becomes a victim of bullying and the work that we carry out in school to foster an environment where bullying behaviour is known to be unacceptable. We will always take seriously any reports of bullying and respond appropriately.

We understand that bullying may take different forms and may include racist or homophobic behaviour. Any such reported or observed incident will be dealt with in accordance with our anti-bullying policy.

### **E-Safety (Please refer to the school's e- safety policy)**

We recognise that children's use of the Internet is an important part of their education but that there are risks of harm associated with its use. We have an e-safety policy and an Acceptable User Policy that addresses how we minimise those risks in school and teach children how to stay safe when using the internet in their lives out of school. This is referred to regularly in lessons.

We also recognise that all members of staff and volunteer staff must always be mindful of the need to follow our policy of acceptable use of our ICT equipment.

### **Use of Consents**

Consents are gathered for the use of all apps within school. A DPIA is held for each app. A child is not able to use an app unless consent has been given. Updates to consents are shared with Parents and Carers throughout the year where appropriate.

### **Photographs**

We recognise the need to celebrate and promote young people's involvement in education but there can be risks of harm associated with its use. We instruct visitors not to photograph children, and will ensure permission is sought from parents prior to recordings being made. We will ensure members of the public follow the policy on photographing children. All parents and carers are required to sign a log which is later deleted of any photographs or videos taken at school events. Visitors that are not DBS checked are not left unsupervised within school.

### **Mobile phones**

The use of mobile phones to take photographs of children by staff is not encouraged. Staff ipads are available for this purpose to support the use of Tapestry or Eversense within Foundation Stage and the SPC. We acknowledge that mobile devices are useful tools when on school visits out of school. All photos must be downloaded onto a school device and deleted from personal devices in a timely manner.

### **Working Together with Parents/Carers**

#### **Pupil Information**

We recognise the importance of keeping up-to-date and accurate information about pupils. We will regularly ask all parents/carers to provide us with the following information and to notify us of any changes that occur. It is the responsibility of parents and carers to update Arbor with any changes.

- names and contact details of persons with whom the child normally lives
- names and contact details of all persons with parental responsibility
- emergency contact details
- details of any persons authorised to collect the child from (if different from above)
- any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- name and contact detail of G.P.
- any other factors which may impact on the safety and welfare of the child

Parents must not contact staff outside of school hours unless in an emergency- eg for medical reasons of an urgent nature. Social Media should not be used to communicate with school staff unless pre-existing connections exist.

### **Confidentiality**

Information about pupils given to us by the children themselves, their parents or carers, or by other agencies will remain confidential. Staff will be given relevant information only on a “need to know” basis in order to support the child if that is necessary and appropriate.

We are, however, under a duty to share any information, which is of a child protection nature. We understand that this is in the best interests of the child and overrides any other duties we have regarding confidentiality and information sharing.

We have a duty to keep any records which relate to child protection work undertaken by us or our partner agencies and to ensure that these are kept apart from the main pupil record, stored securely and only accessible to key members of staff. We also have a duty to send copies of these records to any school to which the pupil transfers.

### **Referrals to partner agencies**

If we have a reason to be concerned about the welfare of a child we will always seek to discuss this with the child’s parents or carers in the first instance. On occasion, according to the nature of our concern, it may be necessary for us to make an immediate referral to Children’s Social Care, when to do otherwise may put the child at risk of further harm either because of delay, or because of the actions of the parents or carers.

### **Allegations against staff**

All staff should take care not to place themselves in a vulnerable position with a child. It is always advisable that your work with individual children or meetings with parents are conducted in view of other adults.

We will ensure staff are aware of the School’s behaviour/discipline policy.

We understand that a pupil may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Head/Deputy or the most senior teacher if they are not present.

The Head/Deputies on all such occasions will discuss the content of the allegation with the Department of Education and Children’s Child Protection and Safeguarding Officer, following the MASM process.

We recognise that children cannot be expected to raise concerns in an environment where staff fails to do so. All staff will therefore be made aware of their duty to raise concerns about the attitude or actions of colleagues.

If an allegation is made to a member of staff concerning the behaviour of the Head, the person receiving the allegation will immediately inform the CEO/ Deputy CEO/ Safeguarding Lead within DESC.

### **Monitoring and review**

Our DSL will continually monitor our child protection and safeguarding practices and bring to the notice of the Senior Managers any weaknesses or deficiencies. The policy will be reviewed and amended if necessary annually. Staff will be updated at least once a year.

**September 2025**