



# In Safe Hands – Safeguarding and Health and Safety at Godinton

## Information for Parents



At Godinton Primary School the health and safety of all children is of paramount importance. Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. This leaflet outlines the ways in which Godinton meets these safeguarding responsibilities. The school website has a designated section for safeguarding matters. This includes all relevant policies and external links to useful information sites.

### **Safeguarding (Child Protection) Policy**

The safety and welfare of children, or child protection, is the collective responsibility of all members of our school community. Within our school the Designated Safeguarding Lead (DSL) is Miss Jill Talbot (Headteacher) and the Deputy DSLs are Sarah Stein (Assistant Headteacher) and Jacqui McGibney (Family Liaison Officer). Full details of the school's procedures for safeguarding are outlined in the Safeguarding Policy which is available online from the school's website or as a paper copy from the school office. The school has clear procedures which are followed in the event that any cause for concern is raised about any pupil. School staff receive safeguarding /child protection training every three years and Miss Talbot receives refresher training every 2 years and safeguarding updates annually.

There are four main elements to our safeguarding policy

- Prevention (positive, supportive, safe school culture, curriculum and pastoral opportunities for children, safer recruitment procedures);
- Protection (following the agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to safeguarding concerns);

- Support (for all pupils, parents and staff, and where appropriate specific intervention for those who may be at risk of harm);
- Working with parents and other agencies (to ensure appropriate communications and actions are undertaken).

The procedures contained in this policy apply to all staff and governors and are consistent with those of Kent Safeguarding Children Multi Agency Partnership (KSCMP).

The policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance and the latest DfE guidance 'Keeping Children Safe in Education 2025'.

The Safeguarding Policy includes a statement on physical restraint. This school follows DfE guidelines which assert that physical restraint may be used if there is the possibility that a child may be about to cause harm to him/ herself or to another. Parents will always be informed if their child has been restrained.

All allegations of abuse by or complaints against a teacher will be dealt with following the school's procedures. For any complaint about the Headteacher, the Chair of Governors should be contacted directly.

If you are worried about any child and think they may be the victim of neglect, abuse or cruelty then please speak to Miss Talbot ([headteacher@godinton.kent.sch.uk](mailto:headteacher@godinton.kent.sch.uk) OR 01233 621616)

Mrs Stein (Assistant Headteacher) and Mrs McGibney (Family Liaison Officer) are the school's Deputy DSLs and should be approached in Miss Talbot's absence ([dsl@godinton.kent.sch.uk](mailto:dsl@godinton.kent.sch.uk) OR 01233 621616).

### **Behaviour and Discipline Policy**

Good behaviour is essential in any community and at Godinton Primary School we have high expectations for this. The emphasis of our behaviour management policy is always on the positive; however, there are also times when children have to be disciplined in order to maintain the safety and security of all children.

There are numerous rewards available to children:

Stickers

Showing another teacher good work

Visiting a senior member of staff with a 'gold card'

Gaining House Points

Receiving a certificate during Celebration Assembly

Receiving our weekly Star Award for upholding our school values and having a celebratory tea party with Miss Talbot

Our school operates a red and yellow card behaviour system, with sanctions ranging from:

A verbal reprimand

Reporting to a senior member of staff

Loss of playtime / playtime detention

A letter home and follow up meeting with parents

Internal exclusion

Fixed Term Suspension or permanent exclusions would be the final step if all other measures have been exhausted.

Our Behaviour and Discipline policy provides further information for parents.

### **Anti-Bullying Policy**

The school's response to any instance of bullying is unequivocal:

Adults must be informed immediately and action will take place.

Children are told that silence is the bully's best friend. Although bullying in this school is rare, the school always acts swiftly with a process of investigation, communication and action. Bullies will not be tolerated. The school addresses bullying within the PSHE curriculum—this also includes online bullying.

The school's Anti-bullying Policy is available from the school office as well as on the school website.

### **Appointments of Staff and Induction of Newly Appointed Staff and Work Placements**

All staff that are appointed to work in school have a Disclosure and Barring Service (DBS) check which is completed online. This search highlights people who have a criminal record or if previous allegations have been made against them. If staff are found to have a criminal record the appointment is reconsidered by the Headteacher.

A member of every interview panel has undertaken training on Safer Recruitment and due regard is given in all stages of the recruitment process to the requirements of Keeping Children Safe in Education 2025 (e.g. references, employment history, online profile).

New staff are always inducted into safeguarding practices. This is led by the DSL.

### **Induction of Volunteers**

Volunteers must also have disclosure and barring service check when they have extended or unsupervised contact with children. Any adults wishing to volunteer in school will be asked to complete an application form listing the names of two referees who may be contacted. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children. Volunteers will be inducted in key safeguarding procedures in line with Keeping Children Safe in Education 2025.

### **Welcoming Visitors**

All visitors to the school will be asked to sign in at the school office and will receive a visitor's lanyard. This lanyard makes visitors distinct to the children from school staff who wear a lanyard of a different colour. Visitors will also be asked for i.d in order to confirm identify. Visitors with a red lanyard must be accompanied by a member of staff at all times. The school has a Visitor's Policy which can be obtained from the school office and is also available online.

### **Whistleblowing**

If members of staff or parents ever have any concerns about people working, paid or unpaid within our school, they have a duty to inform the school's management team accordingly. This can be done in writing or verbally. All issues will be dealt with sensitively and with the necessary degree of confidentiality. The school has a Whistleblowing Policy, a copy of which can be obtained from the school office or the website.

### **The Design of the Curriculum**

Our curriculum deals with safeguarding in two ways. Firstly, the curriculum, in subjects such as Personal, Social and Health Education (PSHE) discusses relevant issues with the children. Topics include such themes as Drugs, Sex and Relationships and Stranger Danger. Children are encouraged to explore and discuss these issues which show age appropriate is available on the school website can be obtained from the school office.

Secondly, the curriculum is designed so that safety issues within the subject are discussed and safe practices taught, such as using equipment properly in PE and Design and Technology.

Educational visits provide valuable enhancement of the school curriculum. Our educational visits coordinator, Mrs Hita Kelleher ensures that risk assessments are completed for all off-site activities. Visiting speakers, with correct clearance are always welcome into school so that they can give specialist knowledge to the children.

### **Online Safety – Keeping Safe with Technology**

Children are taught how to use the internet in a safe and age appropriate way. Parents and pupils complete a form stating that they have read our online safety rules. Pupils are never left unattended whilst online and if a teacher becomes aware of any misuse, then the issue is reported to the Online Safety Coordinator (Miss Jill Talbot–Headteacher) without delay. Any individual pupil concerns are shared with parents. The school has robust filtering and monitoring systems in place to ensure everyone is safe online.

An online safety guide for parents and the school's online safety rules are available on the school website alongside suggested websites to help support the safe use of the internet at home. Annually the school organises activities for National Online Safety Awareness Day.

### **Digital Images of Children**

At Godinton we have taken a sensible, balanced approach to the photographing and videoing of children. All parents are asked to provide consent via Arbor as to how the school may take and use images of their child in school related activities. This also outlines parents' responsibilities when taking photos of their children participating in school events. Our school's 'Digital Images' policy outlines the school's procedures for the taking and storing of images of children; including photographs, videos and the use of webcams.

### **Pastoral Support**

Our school has a Family Liaison Officer, Mrs Jacqui McGibney, who is available to help parents in supporting the well-being of their children and family. Mrs McGibney may offer help and advice with issues such as behaviour, separation, bereavement or anxiety. Support may be offered on a 1 to 1 basis or through some of the parenting classes available. Mrs McGibney is also able to signpost parents to other agencies who may also be able to assist. Support for children with their emotional wellbeing is also available. We are a 'Rainbows' school and offer support with bereavement and loss. All our children are encouraged to discuss their feelings in school and to let staff know of any concerns or worries that they might have. Our children are exceptionally good at looking after the welfare of

each other. Our older children train as 'playground buddies' and help support other children at playtimes. Mrs Ellis runs nurture provision for small groups of children or individuals.

### **Equality, Diversity and Inclusion**

At Godinton Primary School we aim to ensure that everyone is treated fairly and have appropriate access to all that school has to offer. When children have additional educational needs we make provision to suit their requirements. Children with disabilities must be able to take a full and active part in every lesson and aspect of school life and every reasonable measure is taken to ensure this. Our Assistant Head for Inclusion, Mrs Sarah Stein, takes responsibility for our children's additional educational needs.

### **Racial Incident Management**

At Godinton Primary School we celebrate the diversity of our school community. The school works hard to promote racial equality and harmony and adopts a zero tolerance approach to any form of racial abuse. Any racial incidents must be reported and parents will be informed if their child is involved either as a victim or perpetrator. Racism is tackled in both the RE and in the PSHE curriculum. The children take part in discussions designed to raise awareness and address prejudices. Our curriculum takes a multi-cultural approach.

### **Prevent Strategy**

The Counter-Terrorism and Security Act 2015 directs educational establishments to have 'due regard to the need to prevent people from being drawn into terrorism', and is known as the 'Prevent Duty'. The school has a Prevent Duty policy which outlines the school's approach to identifying potential signs of radicalisation and extremism within our school community and subsequent response. A section on the school website provides further information.

### **Site Security**

Godinton provides a safe site for pupils and staff. A secure perimeter fence with electronic entry panels and CCTV ensures only those with permission to enter the site or the building do so. All visitors to the school must sign in at the school office and must wear a school lanyard for the duration of their visit.

## **Emergency Plan (Fire Safety, Lockdown Procedures in the event of intruder or attack etc)**

The school has an emergency plan in place which school's emergency response to threats such as fire, bomb threat, chemical threat or intruders. Although these events are very unlikely, it is essential that as a school we are prepared for all eventualities. Fire drills are practiced every term so that everyone is aware of what to do in the event of a fire. We also have very clear plans in place should an intruder try to gain access to the building – this is known as our 'Lockdown Procedure'. Our staff are trained in our emergency response approach which covers a range of potential threatening situations. These plans are not made public so as not to compromise the safety of our school community. However we do form our response in line with guidance from the Counter Terrorism Agency's 'Run, Hide, Tell' Campaign. Further information about this can be found at:

<https://www.met.police.uk/advice/advice-and-information/t/terrorism-in-the-uk/staying-safe-from-terrorism/>

## **First Aid and Medical Needs**

In school there are always trained members of staff who volunteer to oversee first aid. There are a number of first aid kits situated around school. When a child is unwell, or has suffered an accident in school or on the playground there is a protocol for staff to follow:

- A trained first aider is consulted and any first aid administered.
- The incident is logged in the accident book
- Protocol in place for bumps to the head (please see additional information)
- If there is any doubt at all a parent is contacted.

Godinton has clear protocols for the administration of medicines during the school day. If your child requires medicine please see the school office, who will supply you with the form that will require completion. Where possible we encourage medicine to be taken before or after school. The school will only administer prescription medicines which must display your child's name. Children are not permitted to keep medicines on them with the exception of asthma inhalers which can be carried by prior arrangement with the school.

All parents are asked to outline on Arbor any medical conditions we need to be aware of.

A copy of the school's policy for Managing Medical Needs and First Aid can be found on the school website.

## **Attendance**

Excellent attendance is expected of all children, but we know that there will be times when children are too unwell to attend school. If children are poorly, parents are expected to confirm absence by telephone immediately or via Arbor. The school will telephone parents if we have not been notified regarding a child's absence.

The school works closely with the Local Education Authority's School Liaison Officer for Attendance whenever a child's attendance or punctuality causes concern. The School is required to report attendance to the Local Authority and will meet with parents if attendance causes concern. The school will take appropriate action with the necessary agencies if a child is missing from school, without notification for a period of time.

Holiday during term time will not be authorised. Term dates are on the school website.

The school's Attendance Policy is available on the school website.

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