


# Ffederasiwn Dyffryn Ceiriog



## Safeguarding and Security The Federation of Ceiriog Valley Schools

		
Policy Agreed Date: May 2014    Review: May 2015    Next review May 2016		
Chair of Governors	<i>Keith Benning</i>	
Headteacher	<i>Olwen Corben</i>	

## Ysgol Pontfadog, Ysgol Llanarmon and Ysgol Cynddelw

### Policy on Safeguarding and Security

#### Introduction

This policy should be read in conjunction with:

- The All Wales Child Protection Procedures 2008.
- Keeping Learners Safe
- Education Act 2002
- Counter Terrorism Act 2015

The following schools policies

- Child Protection.
- Health and Safety.
- Fire Procedures.
- Supporting Pupils with Medical Needs/Administration of Medicine.
- Curriculum policy.
- Emotional Health and Well Being.
- Sex and Relationships.
- Substance Misuse.
- Anti- Bullying.
- e Safety.
- Educational Visits.
- Equal Opportunities.

At Ysgol Pontfadog, Ysgol Cynddelw and Ysgol Llanarmon Dyffryn Ceiriog, the health and safety of pupils is paramount. Our schools provide a caring, supportive and safe environment. We seek to actively nourish and promote the social, physical and moral development of all pupils. We acknowledge that in order to learn effectively children need to feel safe and secure.

#### Aim

To create and maintain a safe learning environment for all pupils staff and visitors to school.

#### Safe Practice

Our school complies with the current Safe Practice guidance to be found in Wrexham County Safeguarding procedures. Working practice ensures that pupils are safe and that all staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;

All Staff:

- Work in an open and transparent way.
- Work with other colleagues where possible.
- Discuss and/or take advice from school management over any incident which may give rise to concern

- Record any incidents or decisions made
- Apply the same professional standards regardless of gender or sexuality
- Are aware of confidentiality policy
- Are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

### **Appointments of Staff and Induction**

The Headteacher sits on all appointment panels. All employees undergo enhanced Disclosure and Barring Service (DBS) clearance. Files relating to this are kept in the offices. If candidates are found to have a criminal record the appointment is reconsidered. New members of staff occasionally take up their posts prior to completion of the DBS process. In this instance they never work alone with pupils and are always supervised by another member of staff. The headteacher will also follow the Local Authority guidance for appointments and completing a risk assessment.

Identity and academic/vocational qualifications are verified and employment history is checked. Two references are sought for all candidates as part of the interview process. A check is made for all newly appointed teachers via Wrexham Human Resources team to ensure registration with the Education Workforce Council (EWC).

Newly appointed staff are familiarised with safeguarding and security procedures as part of the induction process. In the unlikely circumstances that a member of staff is dismissed, or resigns, due to a child protection allegation or potential allegation this will be reported to MASH Safeguarding and Support Services.

### **Peripatetic Staff, Supply Staff and Students on Placement.**

School seeks written confirmation from relevant providing organisations that all visiting staff who work with pupils at school, including supply staff and students on placement, have undergone appropriate checks including DBS/CRB disclosures. Identity checks are also sought.

### **Governors**

All members of the Governing body, who come into the schools during the school day, have enhanced DBS clearance.

### **Volunteers and Visitors**

Regular Volunteers who work with pupils at the Ceiriog valley Federation are required to have DBS clearance. For a brief activity or visit, which does not involve close contact with children, a DBS check is not required. In this instance a risk assessment is undertaken (see appendix 1,2,3). Volunteers are requested to read and agree to the Volunteers Policy. Volunteers or visitors who do not have clearance are under no circumstances left alone with pupils.

### **Site Security**

Ysgol Pontfadog, Ysgol Cynddelw and Ysgol Llanarmon Dyffryn Ceiriog provide a secure sites.

- All exterior doors are kept closed at all times.
- The main reception entrances are operated via confidential key code systems.
- Nearly all exterior doors are fitted with coded key pads
- All visitors to the school are received through either the main reception/office entrance and sign in and out on entry and exit.
- Visitors who use the school site do so only with the express permission of the Headteacher/Deputy Head or Head of Teaching and Learning. This permission can be withdrawn at any time if deemed necessary.

- Pupils in the Foundation Phase classes are collected at the end of the day by adults who have parental responsibility or confirmed permission.
- Pupils are not allowed to leave school for appointments during school hours unless they are collected by an adult who has parental responsibility or confirmed permission.

### **First Aid**

There are fully qualified first aiders in each school and the headteacher has completed the three day training. First aid kits and emergency aid equipment are stored at each school and accessible to each class. A travel first aid kit and emergency aid equipment are available for off-site activities. Accidents to pupils (and staff) are appropriately logged and parents are contacted.

### **Attendance**

Excellent attendance is expected of all children. When children are unfit for school parents are expected to confirm absence by telephone. When a child's attendance or punctuality causes concern the school works in partnership with the Local Authority's Education Social Work team. Unexplained absences of more than two days, or one following a weekend, of a pupil who is on the child protection register, are reported to Social Services. They are informed immediately if a pupil on the register is excluded.

### **Traffic Management**

In Ysgol Cynddelw there is a one way system in operation for all vehicles that travel in the school car park. A request has gone to the Local Authority to re-paint the car park. Traffic is not permitted on school grounds during a school day. The car park does get very busy at pick up times and parents need to be vigilant as do parents at Ysgol Pontfadog and Ysgol Llanarmon Dyffryn Ceiriog as they drop their children outside of the school. Taxi's have an allocated area for pickups and drop offs. Children at Ysgol Llanarmon are supervised as they get on and off the school taxi.

### **Counter Terrorism Act 2016**

The schools pay due regard to the need to prevent people from being drawn into terrorism. Being drawn into terrorism includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit. Schools should be safe spaces in which children and young people can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, and learn how to challenge these ideas. The *Prevent* duty is not intended to limit discussion of these issues.

Schools should, however, be mindful of their existing duties to forbid political indoctrination and secure a balanced presentation of political issues. These duties are imposed on maintained schools by sections 406 and 407 of the Education Act 1996.

### **Conclusion**

We believe that adherence to the practice and protocols outlined in this policy will promote a safe and secure school environment for all.



Ysgol Pontfadog, Ysgol Cynddelw, Ysgol Llanarmon Dyffryn Ceiriog  
**Volunteer Policy**

**APPENDIX 1**  
**VOLUNTEER INFORMATION SHEET – FOR NEW VOLUNTEERS**

Name of Volunteer:

Which school?

Other names known by (including maiden names):

Address:

Phone:

What skills / areas would you like to help with in school?

Are there any particular age groups / classes you would like to work with?

Do you have any disabilities / other needs we need to take into account when working as a Volunteer in school? *(Please give details)*

*Thank you for taking time to complete this Volunteer Information Sheet.  
Please hand it to the Headteacher.  
Your offer of help is appreciated and we will be in touch shortly.*



Ysgol Pontfadog, Ysgol Cynddelw, Ysgol Llanarmon Dyffryn Ceiriog

## **Volunteer Policy**

### **APPENDIX 2 VOLUNTEER AGREEMENT**

Thank you for offering your services as a Volunteer at the Ceiriog Valley Federation. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement Sheet and hand it in at school. You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy
  
- I agree to treat information I learn from being a Volunteer in School as confidential
  
- I understand that I am required to undergo a Criminal Record Bureau/DBS check to advise the school of my suitability as a volunteer. If you already have a CRB/DBS Certificate, please hand it to the school and a copy will be made for the school records.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_



## **Volunteer Policy**

### **APPENDIX 3 OFF-SITE VISITS VOLUNTEER AGREEMENT**

School trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: you will have an important role to play in the success and safety of this school trip. Please read and return this appendix, and sign and return the helper's slip. This is part of our school's risk assessment planning.

#### **Role of the Volunteer Helper**

- to be responsible and look after, in equal measure, all of the children in your group
- to stay with your allocated group of children, ensuring that their well-being and safety is maintained for the total duration of the school trip
- to promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- to ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- to contact your child's class teacher/member of staff immediately if there are issues with first aid, safety and/or behavior

#### **Working alongside school staff**

School staff expect volunteer helpers to:

- comply with all of the above whilst being under the direct line management of school staff
- show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest

- follow guidance from the school staff

### **What is not permitted**

- Volunteer helpers are not allowed to bring additional siblings on the school trip unless permission is granted from the headteacher.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children unless directed by a teacher to do so with a school camera.
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip.
- Volunteers are not allowed to touch or reprimand children but should speak to a school staff member if there are any difficulties. If you need to move a child or gain a child's attention we always use their name and under no circumstances are we to come into physical contact with a child.

### **First Aid**

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid box(es) will be carried by staff.

### **Emergencies**

You are expected to inform a member of staff as soon as possible. If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

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***I have read the Volunteer Policy***

***I agree to the terms and conditions as stated in the policy***

***I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.***



**Signed :** \_\_\_\_\_ **Date :** \_\_\_\_\_