



**Straid Primary
School
Safeguarding
Policy**

Straid Primary School Safeguarding Policy

Rationale for Safeguarding Policy

Mission Statement: At Straid Primary School we endeavour to create a **safe**, happy and caring environment in which children have the opportunity to achieve their full potential.

This policy is in place to ensure pupil's safety is of paramount importance at all times during the school day, both inside and outside school premises.

This policy is design to complement the Child Protection Policy.

School Grounds

Entrance to the school premises during the school day is controlled by the use of the electronic gate in the school playground. Entrance is controlled by buzzer system. Staff will control entry to school premises by use of the buzzer system. All visitors will proceed to the main building, sign the visitor book and be made aware of the Code of Conduct for Visitors. Staff will ensure this is followed. Principal or deputy will ensure the buzzer system for the Front Gate and Main Building Front Door and Back Door and Staff Room Side Door are turned on each morning when the morning bell has been sounded. All staff will monitor school gates during the school day, any gates left open will be closed by staff immediately and reported to Principal.

Entering School

Pupil Supervision before Morning Class

School grounds will be closed until 8am. Pupils are permitted to enter school grounds from 8am. Any pupils in school before 8.40am will be supervised in the Breakfast Club. Pupils may enter their classrooms from 8.40am, where they will be supervised by their class teacher; pupils will be supervised from 8.50am in the 'new' playground by the teacher on duty.

Exiting School

Teachers will walk pupils to the school gate when pupils are leaving school premises. Teachers will ensure that pupils are collected by a 'recognised' adult. Parents/carers will complete a Parent Information Sheet when registering in school stating adults who will carry out pupil pick-ups. Parents/carers will inform school of any changes to pick- up arrangements. Teachers will bring any pupils not collected back into the school building where Principal will contact parents/carers to organise collection of pupils.

Bus Pupils

Any pupil travelling home by bus will wait in the P7 Room with Duty Teacher. The Duty Teacher will walk pupils to the school bus when bus arrives. Duty Teacher will ensure pupils enter the bus safely.

Transportation of Pupils

Any pupils taking part in activities outside the school grounds that require transport will follow guidelines set out by the Education Authority.

Straid Primary School Safeguarding Policy

Buses

Pupils may travel on a board approved bus. Principal will ensure any buses booked are approved by the Education Authority. Parent/Carer permission will be granted before pupils travel by bus.

Staff Cars

In order to travel in a staff member's car the following procedure must be followed.

- 1) Written permission from pupil's parent/carer has been obtained.
- 2) Staff are happy to transport pupils.
- 3) Staff have necessary insurance as part of their personal car insurance.
(Documents for 3 will be documented to Principal).

Parent/Carer Cars

In order to travel in a parent's/carer's car the following procedure must be followed.

- 1) Written permission from pupil's parent/carer has been obtained.
- 2) Parent's/Carer's have been AccessNI cleared.
- 3) Parent/Carer have necessary insurance as part of their personal car insurance.
(Documents for 2 and 3 will be documented to Principal).

Principal will write to parents requesting volunteers on a yearly basis.

(Separate Risk Assessments for trips outside school grounds will be carried out by Principal and relevant staff member.)

Straid Primary School Safeguarding Policy

Risk Assessments

Principal will ensure that all Risk Assessments for trips, visitors to school and events are carried out by staff prior to each activity. Risk Assessments will be saved electronically on the public folder, but paper copies will be shared with relevant staff prior to the activity.

If a Risk Assessment is carried and the risk is deemed to be greater than the benefits of the activity, the event will not take place.

Adults in School

All adult visitors to school will follow policy as set out by the Education Authority.

Adults will be AccessNI cleared before they can be left unsupervised with pupils. This may be particularly relevant for adults who may be taking after school clubs, such as Spanish, Art or Scripture Union. Principal will ensure all AccessNI certificates have been checked and saved in school. Any adults that have not been AccessNI checked will be supervised by a teacher when working with a group of pupils, this may be relevant for visitors for class talks, sports coaches etc.

Principal will ensure necessary checks and procedures are carried out before an adult enters school premises.

All staff appointments whether teaching or non-teaching will follow Education Authority Appointment Procedures and relevant checks are completed as part of the induction process.

Parent/Carer Helpers – Principal will write to parents on a yearly basis requesting volunteers for specific events. All volunteers will be AccessNI checked before helping in school.

Fire Safety

Monthly checks for Fire Door Seals, Fire Door Escape Routes, Fire Extinguishers, and Emergency Lighting are completed on a monthly basis. Fire Alarms and Fire Door Release checks are completed on a weekly basis. Fire Drills are organised on a termly basis by Principal. Principal and G Campbell carry out all checks and report any issues to the Education Authority.

School Grounds

Termly inspections of school grounds are carried out by Principal and C Taylor, Safeguarding Governor, are carried out to ensure pupils are not at risk at any stage on the school grounds. Any necessary changes will be carried out by Principal, where possible, or issues raised to the Education Authority.

Straid Primary School Safeguarding Policy

Dogs

Dogs are not permitted on school grounds (Guide dogs and assisting dogs are excluded from this.).

Signed: _____
(Chairman of Board of Governors)

Signed: _____
(Principal)

Date: _____

Partially amended due to change of management (VP)