

# **CHILD PROTECTION POLICY AND STRATEGY**

Reviewed January 2011

**Statement:**

- Through our day to day contact with pupils and families, education staff have a crucial role to play in noticing indicators of possible abuse or neglect and in referring concerns to the appropriate agency, usually social services
- This strategy includes the following policies as appendices and will be reviewed as a whole document
  1. Child Protection Policy
  2. Missing Child Policy (Appendix 5)
  3. Visitors to School Policy (Appendix 6)
  4. Protocol for Children Not Collected (Appendix 7)
  5. Acceptable Use of Internet Policy (Appendix 8)
  6. Security Policy (Appendix 9)
- The Child Protection Policy relates to other policies and upholds the principles of the following:-

Equal Opportunities Policy, Behaviour Policy, Anti-Bullying Policy etc.

This helps to ensure coherence both in policy and practice.

**Aims:**

- This school aims to create and maintain a safe environment and to manage situations where there are child welfare concerns
- We shall aim to help children understand what is and what is not acceptable behaviour towards them
- We shall teach our pupils to stay safe from harm and help them to speak up if they have worries

## STRATEGY

The following points describe the actions that will be taken in order to support the policy:-

### **Child Protection Co-ordinator (CPC)**

- ❖ This school has 2 designated CPC's: **Mrs J McEwan & Mrs J Davies**

### **Responsibilities include:**

- ❖ Ensuring that effective communication and liaison with social services and other agencies takes place
- ❖ Ensuring that all staff have an understanding of child abuse and its main indicators and are aware of the school's policy and ACPC Manual
- ❖ Support and advise staff in their child protection work
- ❖ Provide specialist input into the planning of the content and delivery of the PSHE curriculum
- ❖ Attending regular appropriate training sessions

### **In-School Procedures:**

- ❖ In the event of a member of staff (whether teaching or non-teaching) having a child protection concern about a pupil, he/she will immediately inform the CPC and record accurately on the school child protection monitoring form (**Appendix 1**) the event(s) giving rise to the concern
- ❖ The action taken (outlined in Section 3 of the LEA Child Protection Guidelines - **Appendix 2**) should be followed scrupulously
- ❖ Staff and pupils can voice concerns about unsafe behaviour and will always be taken seriously
- ❖ Personal safety messages are embedded in the curriculum

### **Nominated Governor:**

- ❖ The nominated governor for Child Protection is **Mr R Garnett**
- ❖ The school's child protection policy is reviewed annually by the governing body

### **Records:**

- ❖ The school will maintain accurate, well kept records

- ❖ Only those who need to know should be told and conversation about the child should always be held in private
- ❖ The procedures outlined in Section Six (LEA Child Protection Guidelines, 2002) must be strictly followed

#### **Parents:**

- ❖ The following statement will be included in the School Brochure informing them of our school's position concerning child protection issues:-

*'Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow Liverpool Child Protection Manual procedures and inform Social Services of their concern.'*

- ❖ Parents will not always be fully informed of concerns unless staff are certain that the safety of the child will not be prejudiced by their doing so

#### **Recruitment and Selection of Safe Staff**

- All applicants for future posts will be sent the School Child Protection Policy as part of the application pack
- Successful applicants will be required to provide proof of identity, qualifications and health declaration. Their appointment is also subject to an enhanced CRB check and registration with the Independent Safeguarding Authority.
- Sufficient time will be allowed to validate employment records and to cross check all of the above before an employee begins to work alone with children
- At least one member of the interview panel will have received formal training on the Bichard recommendations

#### **Training:**

- ❖ The CPC will attend appropriate training, including regular updates in changes of procedure
- ❖ All staff, both teaching and non-teaching, who come into contact with children will receive in school training every 3 years and more regularly when changes of procedure require it

- ❖ Anyone joining the school staff will be asked to read and sign the Screening document (Appendix 2) and will be fully briefed concerning their responsibilities within child protection

#### **Child Protection Conferences:**

- ❖ The school will ensure that it is represented at child protection conferences, either by a staff member who is properly informed about the immediate concerns as well as about the child and his/her past history or by a written report

#### **Staff Support:**

- ❖ The stress on staff involved in any respect of child protection work is considerable and the school will ensure that such staff are supported appropriately

#### **Child Protection in the Curriculum:**

- ❖ The curriculum will include materials and activities, mainly within PSHE, which is designed to help children to be less vulnerable to abuse

#### **Internet Safety (see Appendix 4):**

- ❖ Parents are required to sign a permission form allowing their children access to the internet. School will ensure that all safety measures are in place for internet use. If the firewall is breached, the school will immediately ban internet use and inform the LEA. Internet use will not be available until the firewall is secured once more.

#### **Confidentiality:**

- ❖ Child Protection procedures insist that the protection and welfare of the child must be paramount. For reasons of confidentiality, only those people who need to know should be told and conversation about the child should always be held in private

#### **Screening:**

- ❖ All staff, governors and volunteers will be subject to an enhanced CRB check
- ❖ All volunteer helpers will be subject to a standard CRB check before being allowed to begin helping

- ❖ All staff, supply staff, students, volunteers and governors will be made aware of and asked to sign the screening document (**Appendix 3**)

### **Specific Staff Guidance:**

- ❖ Any child monitored for child protection concerns must only be identified by their initials and their date of birth
- ❖ Any monitoring records kept by a member of staff must be kept in a secure place
- ❖ Records should only be shared with those people who need to know, i.e. CPC, Headteacher
- ❖ If monitoring records are no longer required, they should be destroyed, not merely thrown into the bin
- ❖ All teachers should display the Child Protection Procedures in their classroom

### **Monitoring and Evaluating:**

- ❖ This policy and strategy describes the child protection standards for this school and will be monitored annually

### **Allegations Against Staff:**

In the event of an allegation against a member of staff, procedures set down in the LEA Child Protection Guidelines will be followed.

A 'Staff Member' refers to any member of staff, whether paid or working in a voluntary capacity

- ❖ All allegations will be taken seriously
- ❖ Person to whom the allegation is made cannot promise confidentiality. Children should not be interrogated and a written record should be made of the initial conversation
- ❖ The allegation should be reported to the Headteacher who will in turn report it to the LA Lead Officer
- ❖ In the event of an allegation against the Headteacher, all actions will be undertaken by the Chair of Governors

### **Extended Schools/Letting/Other People on Site:**

- ❖ School will ensure that any other organisation using the site (e.g. Kids Club), has an updated Child Protection Policy and that their staff are CRB checked

- ❖ All persons using the building are required to sign an annual screening document and have a current CRB.

**Visitors:**

All visitors to the school must sign the Visitors Book and wear a visitors label whilst on the premises

**Early Collection of Pupils:**

The name of any child leaving school before the end of the day must be written in the 'Children Leaving Early' book which is kept in the school office. Parents must inform the school if any other adult has been nominated to collect their child.

APPENDIX 1  
LISTER INFANT SCHOOL

**INCIDENT SHEET**

(Incident sheets must be dated, signed and handed to the Headteacher or Deputy Headteacher)

Child:  
D.O.B.

Date:  
Print Name:  
Signed:

CONCERN

ACTION

## APPENDIX 2

### LEA CHILD PROTECTION GUIDELINES

#### Child Protection Procedure

**If you suspect that a child is being abused:**

1. Immediately tell the Child Protection Co-ordinator (CPC) or the Headteacher
2. Record the know factors and give them to the above person

**If a child tells you he/she is being abused:**

1. Allow him/her to speak without interruption, accepting what is said
2. Advise him/her that you will offer support but that you **MUST** pass information on to the Child Protection Co-ordinator or the Headteacher
3. Immediately tell the designated Child Protection Co-ordinator or Headteacher
4. Record the facts as you know them, including the account given to you by the child and give a copy to the Child Protection Co-ordinator or Headteacher

**You must refer. You must NOT investigate**

## APPENDIX 3

### LEA Child Protection Guidelines

#### CHILD PROTECTION SCREENING DOCUMENT

##### **Volunteers, visitors and staff new to the school, including supply staff and governors**

- Teachers and others in regular contact with children and young people are in a position to get to know those individuals well, to develop trusting relationships, observe changes in behaviour and may be chosen by the young person to share confidence and concerns. Regrettably, there are occasions where child abuse is alleged or suspected. All such situations must be taken seriously.
- **It is the policy of this school to safeguard the welfare of children and all others involved in the school's activities by protecting them from physical, sexual and emotional harm**
- It is the responsibility of each adult to ensure that his/her behaviour is appropriate at all times. A Code of Behaviour included in this document to give positive guidance for all adults. It is essential that all adults follow the Code of Behaviour, whether they work with children, young people or adults. Details of the steps to take if abuse is alleged or suspected are also included in this document, although more detailed LEA Protection Guidelines are also available to all staff. It is important to remember that school staff are not investigating officers. **If there is an allegation or suspicion of abuse, then this must be reported immediately to the Child Protection Co-ordinator or Head of establishment, whose responsibility is to refer to agreed investigation procedures.** At all times the welfare of the young person is paramount. Swift reporting will enable the investigative agency to give advice and take appropriate action
- These procedures exist, not to discourage adults from being involved in the life of this school but to ensure, as far as possible, that people who may abuse children do not get the opportunity to do so
- All adults coming into contact with children and young people in this school must comply with the Child Protection Policy and Code of Behaviour. As one such person, you are required to sign a copy of this document. By signing, you agree to comply with the policy and to follow the Code of Behaviour. The form must be read, discussed, signed and handed to the Headteacher or other

designated person before you take any duties in this establishment. In all matters of child protection, the welfare and safety of the child is the paramount consideration.

### Procedure

#### **If you suspect that a child is being abused:**

1. Immediately tell the Child Protection Co-ordinator (CPC) or Headteacher
2. Record the known facts and give them to the above person

#### **If a child tells you he/she is being abused:**

1. Allow him/her to speak without interruption, accepting what is said
2. Advise him/her that you will offer support but that you **MUST** pass information on to the Child Protection Co-ordinator or the Headteacher
3. Immediately tell the designated Child Protection Co-ordinator or Headteacher
4. Record the facts as you know them, including the account given to you by the child and give a copy to the Child Protection Co-ordinator or Headteacher

**You must refer. You must NOT investigate**

### Code of Behaviour

- Do** treat everyone with respect
- Do** provide an example you wish others to follow
- Do** plan activities so that they involve more than one person or at least are in sight or hearing of others
- Do** respect a young person's right to personal privacy
- Do** provide access for young people and adults alike and try to provide a caring atmosphere
- Do** remember that someone else might misinterpret your actions no matter how well intentioned
- Do** act as an appropriate adult role model
- Do not** permit abusive youth/peer activities (e.g. bullying, ridiculing)
- Do not** play physical contact games, make inappropriate comments or have inappropriate verbal banter with young people
- Do not** jump to conclusions without checking facts
- Do not** make suggestive remarks/gestures or tell sexist racist 'jokes'
- Do not** rely on your good name to protect you. It may not be enough
- Do not** believe it could not happen to you - it could

Every adult or other helper will be required to disclose all criminal convictions whether spent or not. Checks may be made on anyone who may or may not have already been the subject of vetting by this or any other organisation.

**Name:** \_\_\_\_\_  
**Date of Birth:**      **Day:**                      **Month:**                      **Year:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Post Code:** \_\_\_\_\_  
**Other names by which I may be/have been known:** \_\_\_\_\_  
\_\_\_\_\_

*Please delete as appropriate*

- I have obtained a CRB disclosure certificate which I have shown to the Headteacher or designated member of staff.
- I am willing to be checked against police and other records.
- I have not incurred any criminal convictions related to, nor have I committed any offences of abuse or causing harm to children and young people, or any other offence which may be relevant to the work which I may undertake in this school/establishment.
- I am not aware of any other investigations, which may have been held, or may currently be in progress, concerning my behaviour towards others.

I have read and understand this document, consent to the appropriate checks being made, and agree to adhere to the Child Protection Policy and follow the Code of Behaviour.

**Signed** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Signature of Headteacher/other appropriate officer:** \_\_\_\_\_  
**Position held:** \_\_\_\_\_

## APPENDIX 4

### Note to Parents

The school takes all reasonable precautions to prevent children from coming into contact with or visiting undesirable sites. Pupils are taught how to use the Internet safely and are given rules for safety that exceed their experience in school. However due to the constantly changing nature of the Internet, it is not possible to guarantee that unsuitable material will never appear on a school computer.

We will act immediately if we notice or are informed of a breach of our safety protocols. The Headteacher will ensure that the Internet policy is implemented and compliance with the policy monitored. Methods to identify, assess and minimise risks will be reviewed regularly.

It is recommended that parents using the Internet at home with children adopt a similar set of safety rules. We would also recommend investment in appropriate security software to use on the home computer to prevent access to known 'bad sites'.

#### Useful resources for parents

Care for the family

[www.careforthefamily.org.uk/pdf/supportnet/InternetSafety.pdf](http://www.careforthefamily.org.uk/pdf/supportnet/InternetSafety.pdf)

Childnet International "Know It All" CD

<http://publications.teachernet.gov.uk>

Family Online Safe Institute

[www.fosi.org](http://www.fosi.org)

Internet Watch Foundation

[www.iwf.org.uk](http://www.iwf.org.uk)

Kent leaflet for parents: Children, ICT & e-Safety

[www.kented.org.uk/ngfl/ict/safety.htm](http://www.kented.org.uk/ngfl/ict/safety.htm)

Parents Centre

[www.parentscentre.gov.uk](http://www.parentscentre.gov.uk)

Internet Safety Zone

[www.internetsafetyzone.com](http://www.internetsafetyzone.com)

# Lister Infant School

## e-Safety Rules

*All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.*

***Pupil:***

***Form:***

### **Pupil's Agreement**

- I have read and I understand the school e-Safety Rules.
- I will use the computer, network, mobile phones, Internet access and other new technologies in a responsible way at all times.
- I know that network and Internet access may be monitored.

***Signed:***

***Date:***

### **Parent's Consent for Web Publication of Work and Photographs**

I agree that my son/daughter's work may be electronically published. I also agree that appropriate images and video that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by pupil names.

### **Parent's Consent for Internet Access**

I have read and understood the school e-safety rules and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

***Signed:***

***Date:***

***Please print name:***

Please complete, sign and return to the school. Thank you.

## Appendix 5

# MISSING CHILD POLICY

### Overview

Children should never be allowed to leave the premises during school time without the headteacher's permission. It is possible that on some occasions a child may leave the premises without the knowledge or permission of the headteacher. This policy is put in place to ensure that every action possible is taken to ensure the quick and safe return of that child to school.

### Objectives

- i) To locate any missing child quickly.
- ii) To ensure that all children are kept safely on the school premises during school hours unless they have the Headteacher's (or in her absence, Deputy Head or SMT) permission to leave.
- iii) To ensure that children who leave school during the school day only do so with the Headteacher's (or in her absence, Deputy Head or SMT) permission and that they are accompanied by an authorised adult.
- iv) To ensure that the building, grounds and play areas are safe and secure during school hours.
- v) To ensure that teachers and staff keep children under proper supervision at all times.
- vi) To ensure that if a child 'goes missing' during the school day, it is located quickly and returned safely to the school.

### Strategies

- i) If a child cannot be found by its teacher, the Headteacher (or in her absence, Deputy Head or SMT) must be notified **immediately and told when and where the child was last seen**. Time is of the essence and prompt actions must be taken by all.

- ii) The remaining children will be left safe in the care of suitable staff. All other available staff will conduct a thorough search of the child's classroom, play areas, storage areas, toilets, the school building and the school grounds.
- iii) If the child is not found within 5 minutes, the police and parents must be called by the Headteacher (or in her absence, Deputy Head or SMT).
- iv) Members of staff, who are not supervising children, will be sent to search the area in the immediate vicinity of the school.
- v) If a child goes missing during an outing or school visit, the teacher in charge must ensure that the remaining children are safely cared for by the other staff and adults. The Headteacher (or in her absence, Deputy Head or SMT) must be informed and an urgent but thorough search should be made of the immediate vicinity. If the child is not found quickly the police and parents will be called by the Headteacher (or in her absence, Deputy Head or SMT).
- vi) The LA will be notified by the Headteacher (or in her absence, Deputy Head or SMT) that a child is missing.
- vii) If a member of staff finds the child, the Headteacher (or in her absence, Deputy Head or SMT) must be told at once. Parents, police and other authorities will be notified.
- viii) The Headteacher (or in her absence, Deputy Head or SMT) will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.

### **Outcomes**

The safety of all children will be given our highest priority. A missing child should be an extremely rare happening. This policy is designed to put into place swift and effective actions to locate any missing child and to notify and involve parents and the authorities at every appropriate point.

# VISITORS TO SCHOOL POLICY

## OVERVIEW

The safety of our children is paramount. This policy has been put in place to ensure that visitors to our school are carefully checked and monitored during their time here. It will ensure that no unauthorised person has entry to the school.

## OBJECTIVES

1. To prevent unauthorised persons from entering school.
2. To make visitors welcome.
3. To ensure that visitors are monitored and checked.
4. To monitor visitors carefully during their time in school.
5. To be able to account for, and locate, visitors at all times.

## STRATEGIES

1. External doors will be kept securely closed and external signs will direct visitors to the main entrance and reception desk.
2. All visitors will report to the school reception desk where they will be welcomed and asked for their details and for the name of the person they need to see.
3. Visitors will be required to show a current CRB certificate, or in the case of Local Authority staff a letter of confirmation from their line manager. (There will be instances where a visitor does not hold a CRB certificate - these visitors should be supervised at all times). All visitors must complete a screening document.
4. Visitors must sign-in on the visitor list and sign out as they leave.
5. Each visitor will be given an identification that must be worn visibly at all times.
6. Visitors will be asked to wait in the reception area until they are escorted to where they need to be. Visitors will be accompanied, or supervised, during the whole of their time in school.
7. The site manager will be responsible for workmen/women, and trades people, during their time in school. They must show proof of identity to the site supervisor if they are not already known to him/her. He/she will alert senior staff of their presence.
8. The headteacher must be informed immediately if members of the police, fire service, local authority, Ofsted, or other official bodies, arrive at school unexpectedly.
9. Any member of staff must challenge any stranger they meet who is not wearing identification or who is acting suspiciously.
10. If any visitor behaves in an unacceptable or threatening manner, they will be required to leave and escorted from the premises immediately. In this situation, they should be immediately removed from any situations where there is a

possibility of them harming children or staff. If necessary the police should be summoned to remove them.

### **OUTCOMES**

This policy will promote the excellent ethos of the school. It will ensure that children and staff are safe and that visitors are properly welcomed, supervised and monitored. It will prevent unauthorised persons from entering the school.

## **Protocol for Children not Collected**

On admission of their child to our school, the parents complete forms with regard to the collection of their child. We ask who has legal parental responsibility, who lives with the child, and if there are any court orders in place for their child.

In addition to completing their own contact details, they also complete the details of other adults who may be contacted in a situation of need. These adults are listed in order of the legal parent's preference for who should be contacted first; for collection if ill, in an emergency, or if not collected.

The legal parent also signs permission for a list of adults who may collect their child, and ensures that those adults also sign the same page, which also includes a safeguarding statement.

Our Classroom Teachers, with Class Colleagues' support, ensure that these forms are completed, and passed through to our Senior Administration Officer, which are kept within the 'Contacts' file, in the Office.

If a Child is not collected, 15 minutes following the end of the session, Staff will seek to contact Adults named. If no-one has arrived, or been contacted, after an hour, Liverpool's Careline (Children's Services) will be phoned on 0151 233 3700.

In the event of an adult collecting a child not named on their contact form, the headteacher, school office should be informed. They will contact the parent to confirm the name of the person collecting the child.

All Staff are aware of this procedure, and follow it.

# ACCEPTABLE INTERNET USE POLICY

The Internet is an essential element in 21<sup>st</sup> century life for education, business and social interaction. The school has a duty to provide pupils with quality Internet access as part of their learning experience. Internet use is a part of the curriculum and a necessary tool for staff and pupils. At Lister Infant School we are aware of both the potential and hidden dangers of the Internet. Our School Policy has been developed to minimise the danger and maximise the potential.

The purpose of the Internet at our School is to:-

- Comply with the requirements of the National Curriculum, which expects both pupils and staff to know how to use the Internet to access world wide educational resources and for communication purposes
- Support inclusion in government initiatives such as the National Grid for Learning (NGfL) and the Virtual Teacher Centre (VTC)
- Promote educational and cultural exchanges between pupils world wide
- Provide access to experts in many fields for pupils and staff
- Support staff professional development through access to national developments, educational matters and good curriculum practice
- Provide a communication with support services, professional associations and colleagues
- Provide an exchange of curriculum and administration data with the LEA and DfES

**School Access to the Internet:**

Is via a computer suite of 30 computers and individual classroom access. Connection is via an ISDN line provided by Liverpool LEA. Thus, the internet connection we have has an effective firewall providing a comparatively safe filtering system. However,

due to the international nature of the internet, it is not possible to guarantee unsuitable material will never appear on the monitors, despite every reasonable measure being taken to minimise the risk. Any unsuitable sites are to be reported to the Headteacher or ICT Co-coordinator immediately, who will contact the LEA and the internet provider to ensure offending sites are blocked. If material is deemed to be illegal, it will be referred to the Internet Watch Foundation (Hotline No: 01223 236077)

### **Internet Safety Guidelines:**

- Internet access is planned to enrich and extend learning activities. Access levels are regularly reviewed to reflect the curriculum requirements and age of pupils.
- In the Foundation Stage and at Key Stage 1, access to the internet will be by adult demonstration and will be supervised access to specific, approved on line materials.
- Approved sites are visited by teachers prior to a lesson and are either book marked or a shortcut is created on the computer desktop.
- Children are taught how to access the internet safely as part of a planned curriculum and are given clear objectives when doing so. When using a search engine as a learning objectives, the results of their search are carefully monitored as part of the lesson
- Children are taught how to assess the information they have found to see if it is relevant to their study. They are taught that not all information on the World Wide Web is necessarily true or unbiased and that some web sites are not suitable. They will be given clear objectives for Internet use.
- Social networking sites and newsgroups will be blocked.
- Children are taught to report anything they are uneasy about to a teacher immediately (or parent if they are viewing the internet at home)
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the E-safety co-ordinator or the Headteacher
- The school will ensure that the use of internet derived materials by staff and by pupils complies with copyright law
- Rules for safe internet access are displayed by all computers

### **E Mailing:**

School email addresses contain the school domain name and all users are regularly reminded anything they write therefore reflects upon the school and should always be considered.

- Pupils and staff may only use approved e-mail accounts on the school system.
- Pupils instruction in responsible and safe emailing precedes internet access
- Pupils/Staff must immediately tell the Headteacher or ICT Coordinator if they receive offensive email
- Email sent to an external organisation will be written carefully and authorized before sending, in the same way as a letter written on school headed paper

#### **In addition:**

- The school will work in partnership with parents, the LEA, DfES and the Internet Service Provider to ensure systems to protect pupils are reviewed regularly and improved
- If staff or pupils discover unsuitable sites, the URL (address) and content will be reported to the Internet Service Provider via the E-safety Coordinator
- All staff, including teachers, supply staff, classroom assistants and support staff, will be provided with the Internet Policy and its importance explained
- Staff and pupils should be aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential
- Staff development in the safe and responsible internet use and on school Internet Policy will be provided as required
- The school ICT systems will be reviewed regularly with regard to security
- Virus protection will be installed and updated regularly
- Security strategies will be discussed with the LEA, particularly where a wide area network connection is being planned
- Parents' attention will be drawn to the School Internet Policy through the school Council and the school brochure.

#### **Learning Platforms:**

- The appropriate use of learning platforms will be discussed as the technology becomes available in school.

#### **School Website:**

- Staff or pupil personal contact information will not generally be published. The contact details given on line should be the school office.
- The Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate (in conjunction with the ICT coordinator).
- Photographs that include pupils will be selected carefully so that individual pupils cannot be identified or their image misused. We will use group photographs rather than full face photos of individual children.
- Pupil's full names will not be used anywhere on the school website.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.

- Work will only be published with the permission of the pupil and parent/carers.

#### **Authorising Internet Use.**

- All staff and students must read and sign the staff 'code of conduct for ICT'.
- The school will maintain a current record of all staff and pupils who are granted access to school ICT systems.
- Parents will be asked to sign and return a consent form.

#### **Handling e-safety Complaints:**

- Complaints of Internet misuse will be dealt by a senior member of staff.
- Any complaint about staff misuse will be referred to the Headteacher.
- Pupils and parents will be informed of consequences for pupils misusing the Internet.

**As new technologies are added to the school, they will be thoroughly tested before pupils are given access and the policy will be updated to include any new safety issues involved with their use.**

Parents who want to discuss any issues arising from internet use or who wish to see our computer suite, please contact the Headteacher or ICT Coordinator for an appointment. The school will maintain a list of e-safety resources for parents/carers.

*Our Internet Policy has been written by the school, building on the Kent NGfL policy and government guidance. It has been agreed by staff and approved by governors and is to be revised annually.*

**Appointed E-safety co-ordinator- Miss Hamilton**

# SECURITY POLICY

1. The main, car park and terrace doors to the school buildings should always be locked while children are inside the building. Entry to external doors is by means of a fob lock system. Only staff members are in possession of a fob. The front door is protected by an entry buzzer system and camera. This door should not be opened unless a valid reason is given.
2. The outside door to the Nursery from the soft play area should be kept bolted as a safety precaution for the children and staff in the Nursery. The bolt at the top of the door should be used so that children cannot open it. This will allow easy egress in the case of emergency.
3. The playground door should never be left open while children are in school
4. The terrace doors should only be opened when children come into school at the beginning of morning and afternoon sessions and at the end of the school day. At playtimes the last LSA in is responsible for ensuring the playground door is fastened as soon as all the children are inside the school. At the end of dinner time, the Senior SA is responsible for ensuring that the playground door is fastened.
5. If there is a cause for concern whilst the children are on the playground, the teacher will ring the bell immediately. She will also send a "Buddy" to inform the Headteacher/School Admin Officer. The School Admin Officer will contact the police if necessary.
6. All visitors to the school, including parent helpers, should wear Visitor's sticker and complete the Visitor's book which is situated in the waiting area.
7. Any member of staff who sees a person in the building without an appropriate visitor sticker must challenge them.