

Ridgmont Lower School

Aims and Ethos

Aims

Raise levels of attainment for all pupils, enabling them to achieve their personal best.

Develop confident and enquiring learners, able to make informed choices.

Foster a love of learning.

Foster self-esteem and personal responsibility, linked to respect for the needs and feelings of others.

Facilitate considerate and positive relationships between all members of the school community.

Ensure equal opportunities in relation to gender, race, class, special needs and belief.

Value and respect all cultures.

Ethos

Provide a calm, quiet and effective working environment at all times, in which each child can achieve his or her maximum potential.

Provide a welcoming environment, in which courtesy, kindness and respect are fostered.

Provide positive role models.

Provide a fair and disciplined environment, in line with the school's 'Discipline for Learning' behaviour policy.

Maintain purposeful and informative planning, record keeping and assessment documents, in line with the school's record-keeping and assessment policy statement.

Develop links with the wider community.

Provide children with meaningful, purposeful tasks, related to the National Curriculum programmes of study and Early Learning Goals.

Value and celebrate pupils' success and achievements.

Review personal and professional development by providing appropriate INSET, training and support from colleagues in order to ensure a high level of professional expertise.

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SAFETY IN THE SCHOOL

It is imperative that the safety of the children is always the first consideration.

Therefore, during school hours all outside doors are to remain closed and accessed via the keypad codes.

Class One parents are to be encouraged to pick their children up from Class One's outside door and not to come into school and wait in the corridor.

Visitors accessing the School via the Office have to use the keypad buzzer and the door will be released by the School Secretary. If she is not in the office the buzzer will be switched through to Class 2, who can answer it if a visitor arrives and release the door, or ask the LSA to go to the office.

All visitors to school **MUST** sign in the visitor's book in the office and wear a visitors' label.

It is the duty of all staff to be always on the lookout for strangers on the premises and report anyone suspicious to the Headteacher/School Office.

SAFEGUARDING

Ridgmont Lower School recognises that it has a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children and we will carry out this duty through our teaching and learning, pastoral care and extended school activities. All members of the school community (including volunteers and governors) will at all times establish and maintain a safe and stimulating environment where children feel secure, are encouraged to talk to adults they can trust and are listened to.

Through training, all staff will be able to recognise the signs of abuse and understand their responsibilities when a child may be at risk of harm. Training of all staff will be updated inline with guidance.

The school will ensure that it provides written referrals on the correct forms and the school management team recognises the importance of attendance at meetings called when there is a concern regarding the safeguarding of a pupil.

The Designated member of staff is the Headteacher.

Our designated member of staff is fully trained and receives updated training every 2 years. All staff are responsible for filling in written concerns sheets which are collated onto chronology forms by the designated person who ensures these confidential records are kept securely. It is the responsibility of the designated member of staff to have discussions with Social Care when concerns arise regarding the safety of a pupil in this school. All such pupils are closely monitored, including attendance, and where extra concerns arise these are passed on to the appropriate agencies.

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Designated Governor

Our school has a designated safeguarding governor who will act as the link person between the governing body and the designated officer. The governor will review safeguarding procedures/practices including access to training through meetings with the safeguarding officer. The governors will ensure that sufficient time is given to carry out the duties. Where safeguarding concerns arise regarding a member of staff, the governor will liaise with the Chair of Governors.

Staff recruitment

In line with the guidance 'Safer Recruitment', the Headteacher and Chair of Governors have completed Safer Recruitment training. (Two other members of staff and two members of the governing body will complete online training.) All staff including volunteers who have access to children in our school have been carefully selected and screened and all have had an enhanced Criminal Records Bureau check prior to commencing work. All details of all appointments/checks are held in a central record.

Children with Statements of Special Educational Needs

We recognise that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse. All staff that support these pupils will be extra aware of the need for vigilance for signs of abuse.

Parents

This school believes in working closely with parents and in most cases where we have a concern about a pupil, the parents will be informed. The school offers self referral drop in centre support for parents who wish to access this facility. The school regularly holds parent information evenings relating to pupil welfare.

Internet safety

Two members of staff will undertake e-safeguarding training and cascade to other staff. The pupils will be made aware of how they can use the internet safely and how they can protect themselves from exposure to abuse.

Children

This school believes that all children should have a clear understanding of how to keep themselves safe in accordance to the 'Every Child Matters' agenda.

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Allegations against a member of staff

Where there is a concern that a member of staff may have behaved inappropriately the Headteacher will discuss the matter with the Allegations Manager as laid down in the Bedfordshire LSCB procedures and the Chair of governors will be informed. However, where the allegation made concerns the Headteacher, the Chair of Governors will liaise with the Allegations Manager. The school will not attempt to investigate unless authorised to do so.

Legislation relating to safeguarding:

Children Act 1989, 2004

Education Act 1996, 2002 (Section 175)

School Standards and Framework act 1998

Safeguarding Children and Safer Recruitment in Education Guidance DfES 2007

Manuals kept in school

Bedfordshire Safeguarding Inter-Agency Procedures 2008

What to do if you're worried a child is being abused 2008

Working Together to Safeguard Children 2006