



Safeguarding Policy

“Everyone who works with children should do what is in the best interests of the child.”
Article 3 United Nations Rights of the Child

‘Every Child Matters’ raised five key issues that were deemed essential in the complete development of each and every child. Every child:

- must be and stay safe
- must be healthy
- must be able to enjoy and achieve
- must be able to achieve economic well-being
- must make a positive contribution

Every child deserves to be happy and secure in their activities. Parents send their children to school each day with the expectation that school provides a secure environment in which their child can flourish. Parents and carers need to feel sure that the people in charge of their children within the school community are trustworthy, responsible and will do everything they can to keep their child safe from harm. Trinity School fully recognises its responsibility to safeguard and promote the welfare of all its children and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.

This policy applies to all adults, including volunteers working in or on behalf of the school. All staff and volunteers will:

- fully comply with the school’s policies and procedures
- attend appropriate training
- inform the designated person of any concerns

This policy describes procedures and processes in regard to safeguarding and should be read in conjunction with various other Education Policies including Safeguarding, E-safety, Data Protection, Health and Safety (www.gov.je/educationpolicies) and Trinity School policies on Child Protection, Health and Safety, Confidentiality, Relationships/Behaviour, Counter bullying, Intimate Care, Physical Intervention, Equity, Diversity and Inclusion, External Agencies and Drugs Education as well as our internal consistencies document which details our school procedures for Child Protection.

Child Protection Statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued. We will act quickly and follow our procedures to ensure children receive early help and effective support, protection and justice.

Our core safeguarding principles are:

- the school’s responsibility to safeguard and promote the welfare of children is of paramount importance
- safer children make more successful learners
- policies will be reviewed annually unless an incident or new legislation or guidance suggests the need for an interim review.

- The school will work with other agencies and share information appropriately to ensure the safety and wellbeing of our students.

Policy principles

- Welfare of the child is paramount
- All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection
- All staff have an equal responsibility to identify children who may benefit from early help and to act on any suspicion or disclosure that may suggest a child is at risk of harm.
- There is a culture of transparency, openness and, if needed, challenge with regards to maintaining high standards in safeguarding.
- Pupils and staff involved in child protection issues will receive appropriate support

Policy aims

- To provide all staff with the necessary information to enable them to meet their child protection responsibilities
- To ensure consistent good practice
- To demonstrate the school's commitment with regard to child protection to pupils, parents and other partners
- To contribute to the school's safeguarding portfolio

The procedures contained in this policy apply to all staff and are consistent with those to be found in the Education Department Policy.

The Headteacher will:

- Be responsible for the safeguarding of young people and adults in their care.
- Support all staff and volunteers to meet their safeguarding responsibilities.
- Facilitate safeguarding training for staff and volunteers where appropriate, including allocating necessary resources and time.
- Ensure that all staff read at least part one of Jersey's "Keeping Children Safe in Education" (J-KCSIE) with annual updates, and that mechanisms are in place to assist staff to understand and carry out their role and responsibilities as set out in Part one.
- Implement the Child Protection Policy and other Safeguarding policies.
- Ensure appropriate site security arrangements are in place.
- Ensure school representation at Departmental and Safeguarding Board briefings e.g., subsequent to serious case reviews.
- Ensure oversight and implementation of the following requirements.

To meet and maintain our responsibilities towards pupils we need to agree standards of good practice which form a code of conduct for all staff. Good practice includes:

- treating all pupils with respect
- being alert to changes in pupils' behaviour and to signs of abuse and neglect
- recognising that challenging behaviour may be an indicator of abuse
- setting a good example by conducting ourselves appropriately, including online.
- involving pupils in decisions that affect them if appropriate
- encouraging positive, respectful and safe behaviour among pupils including challenging inappropriate or discriminatory language or behaviour.
- avoiding behaviour or language which could be seen as favouring pupils.
- avoiding any behaviour which could lead to suspicions of anything other than a professional relationship with pupils.
- reading and understanding the school's child protection policy and guidance documents

on wider safeguarding issues, for example bullying, relationships/behaviour, and appropriate IT/social media use.

- asking the pupil's permission before initiating physical contact, such as assisting with dressing, physical support during PE or administering first aid
- maintaining appropriate standards of conversation and interaction with and between pupils
- being clear on professional boundaries and conduct with other staff when pupils present
- being aware that the personal, family circumstances and lifestyles of some pupils lead to an increased risk of abuse
- applying the use of reasonable force only as a last resort and in compliance with school and Education Department policies and procedures
- referring all concerns about a pupil's safety and welfare to the DSL, or, if necessary directly to police or Children's Social Care Services
- following the school's rules with regard to communication with pupils and use of social media and online networking

Trinity School will ensure that all staff

- Are recruited via the official safe recruitment process.
- Are aware of their responsibilities to be alert to signs of abuse and neglect and are aware of the correct process regarding how to escalate those concerns.
- Receive training to enable them to meet their responsibilities.
- Are provided with the name and contact of the school's senior designated person for child protection (and their designate in case of absence).

Trinity School will ensure that children

- are aware of their right to be safe and have the opportunity to raise any concerns
- know the identity of the senior member of staff with responsibility for safeguarding
- have details of external support and receive equal protection and information if they have additional and individual needs
- are in an environment where pupils treat all members of the school community with respect.

Children are taught to understand relationships and respond to and calculate risk through our personal, social and health (PSHE) Sex and Relationships (SRE) education lessons and in all aspects of school life. (Jigsaw PSHE scheme) The school continually promotes an ethos of respect for children and the emotional health and wellbeing of our pupils is important to us. Pupils are encouraged to speak to a member of staff in confidence about any worries they may have.

However, all our pupils are aware that if they disclose that they are being harmed or that they have, or intend, to harm another, that this cannot be kept secret and that information will need to be shared. PSHE association <https://www.pshe-association.org.uk/>

As a school we will respond to local circumstances by tailoring the curriculum to address issues affecting children. Through the curriculum, children and young people should be taught the skills they will need for adult life. As a school we emphasise that safeguarding is as much about children's emotional and mental well-being as it is about their physical well-being.

A culture of care should be created in school where children should be tolerant and respectful of each other and accept individual differences. There should be a strong focus on developing social and emotional skills. As pupils mature, they should be able to reflect on their own and others' rights and responsibilities. Children and young people should have

confidence in and trust the adults who work with them. Children should feel secure and well protected in our school.

Allegations regarding person(s) working in or on behalf of schools, including volunteers

Initial action by person receiving or identifying an allegation or concern:

- Treat the matter seriously and keep an open mind.
- Make a written record of the information received including time, date, what has been stated, where it has allegedly taken place and who was present. Sign and date this.
- Immediately report the matter to the Headteacher or in their absence the Deputy Headteacher/LT. If the Headteacher is the subject of the allegation it must be reported to the Deputy Headteacher.

Initial action by the Headteacher:

- Obtain written details of the concern or allegation but do not investigate or interview the child/young person, adult or witnesses.
- Contact the Education Department (Child Protection Co-ordinator) immediately.
- Follow further steps from the Education Department Child Protection Policy.

For further information see: Education Department Dealing With Allegations Against Employees Policy

Appointments of staff and induction of newly appointed staff and work placements

All staff that are appointed to work in school have a criminal records check called a Disclosure and Barring search (DBS check). 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. ED is informed directly by the Criminal Records Bureau.

Safe recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. The Headteacher sits on all appointment panels where the candidates are external applicants.

New staff are inducted into safeguarding practices. Newly appointed staff are assigned a mentor for the induction period. It is the responsibility of the mentors to familiarise new staff with procedures and policy, which affect the health and safety of all at school but especially the children.

Attendance

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone immediately. If there is no notification school has a policy of phoning home to ascertain each child's whereabouts. Where children on roll do not arrive at school, and school has made the usual enquiries with no explanation for absence they should refer the case to the EWO (Education Welfare Officer).

If a child leaves school during the day for an appointment or due to illness they must be signed out before they leave school with their accompanying adult.

The school works closely with the EWO whenever a child's attendance and punctuality causes concern. Positive measures are put in place to encourage children to attend regularly and punctually.

Child Protection

Teachers and other adults in school are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, pupils, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or school staff being alerted to concerns.

The designated adult for Child Protection is Emma O'Connell (e.oconnell@trinity.sch.ie), followed by Deputy headteacher (s.sleath@trinity.sch.ie) and Headteacher, Katy McMahon (k.mcmahon@trinity.sch.ie). There is a detailed Child Protection Policy in the school's policy folder which is available on request to view. The Child Protection policy should be referred to by staff for more detailed information and guidance.

It is the Headteacher's responsibility to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately. All staff have had appropriate child protection training, which is updated at least every three years.

We recognise that some children may be especially vulnerable to abuse including those with special educational needs and/or disabilities. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at school, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our pupils.

Reporting disclosures/ concerns

Staff must record any safeguarding concerns onto the database, MyConcern. If the staff member is not a permanent member of staff or a volunteer, they must record any safeguarding concerns immediately using the peach forms in the staff room. Accurate records must be made as soon as possible and will clearly distinguish between observation, fact, opinion and hypothesis. All written records will be signed and dated, any information given will be recorded verbatim where possible and a note made of the location and description of any injuries seen. The DSL must be informed **immediately** to enable advice or an enquiry being made to MASH as soon as possible.

Counter Bullying

Bullying is deliberately hurtful behaviour that is repeated over a period of time, making it difficult for the person concerned to defend themselves. This can take the form of name-calling, violence, threatened violence, isolation, ridicule or indirect action such as spreading unpleasant stories about someone.

The school works hard to ensure that all pupils know the difference between bullying and simply "falling out".

Please refer to the Counter Bullying policy for further information and guidance.

Critical Incident

When a critical incident occurs, the school must follow the ED Guidance to Critical Incident Management alongside the school's own Critical Incident Guide. This guidance helps the school plan to respond to a critical incident and offers a framework to operate. Copies of the guidance are available in the Headteacher and Deputy Headteacher's offices.

Data Protection

Data Protection is about a person's fundamental right to privacy. Staff should be aware of and adhere to the ED Data Protection guidance. It is the Headteacher's responsibility to ensure that the correct procedures are in place for handling personal information and that staff have received basic training. Advice can be sought from the ED Data Protection Officer or the Data Protection Commissioner.

Education for children who are 'Looked After'

Please refer to CYPES policy.

Online Safety

A range of devices can be used for E-Learning and education is currently facing an explosive growth in the use of ICT. Incidents and activities that could compromise E-Safety include:

- receiving, creating and /or sending offensive to sexually explicit content
- capturing images for the purpose of ridicule, bullying, exploitation or grooming
- accessing websites that contain unacceptable material
- inappropriate electronic contact between adults, children / young people
- deliberate attempts to circumvent the e-safety environment that is provided by ED

Children should be encouraged to use the internet as much as is possible, but at all times in a safe way. Parents are asked to sign paperwork agreeing to their child using the internet. Pupils must never be left unattended whilst online and teachers should ensure that this does not happen. If teachers know of misuse, either by a teacher or child the issue should be reported to the Headteacher/E Safety Officer – Katy McMahon/ Sally Sleath/ Kelly Cutting without delay.

As Child Protection Officer the Headteacher has overall responsibility for internet safety. The Computing Subject Leader and ICT technician have direct access to all email addresses and passwords.

Parents have had opportunities to attend E-Safety information sessions about internet safety. Pupils should receive a regular entitlement to develop their own E-Safety awareness.

Staff and children are not permitted to log onto the Internet via the school WiFi using their own devices.

Devices may be brought into school by staff but staff must be willing for the Headteacher to monitor their use and their content if they do so. This includes laptops and cameras. This is in line with the AUP that all staff have signed.

Children, staff and parent users are asked to sign an AUP/RUA to use the internet at school.

Please refer to the ED and school's Digital Safeguarding and Technology Use Policy for further information.

Early intervention

If the concern is low level and does not require other agency involvement the DSL will initiate *Early Help/Wellbeing* intervention to;

- Engage with the parents/carers as soon as possible. We then can evidence quick

- action was taken and the length of time of involvement.
- We will invite the parents/carers into school for a meeting to demonstrate professional concerns and discuss a supportive working partnership for the best interests of the child (e.g. well-being support, additional in school support)
- At this meeting we will discuss the plan of next action should the situation not improve.
- We will record all contacts with the family, dates and times, including phonecalls/letters.
- We will then monitor the child closely - behaviour/concerns/interaction with peers and parents/academic progress etc. This will demonstrate the frequency of concerns and help to build patterns.
- We will forward all our paperwork on to the Early Help/Wellbeing co-ordinator.

First aid

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 poorly, 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, but this is not necessary for minor scrapes and grazes
- the incident is logged using the school online logging system and a slip is filled in for the child to take home to their parent or guardian
- for head injuries a first aider must be consulted and a “Head Note” and sticker issued and the class teacher informed. The injured person should be checked again within the hour to ascertain whether any other symptoms associated with a head injury have presented
- if there is any doubt at all, a parent is contacted
- if an injury requires Accident and Emergency treatment an accident form is completed and sent to ED. The ED must also be informed electronically if an injury requires A & E treatment.

Health and safety

It is everyone's duty of care to ensure that health and safety focuses on reducing risk, accident prevention and the delivery of high standards. Please refer to the ED's Health and Safety Policy and the Staff Handbook for further information.

Induction of volunteers

For extended contact with children, when children may be left alone with an adult, or when an adult visitor may be in and around the school building a full DBS check will be conducted. The school office organises the paperwork for this. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children. A central list of all parents and volunteers who are DBS checked is kept in the school office.

Intimate care

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which can demand direct or indirect contact with or exposure of the genitals. Intimate care includes feeding, oral care, washing, changing clothes, toileting, including cleaning after soiling, first aid and medical assistance, menstrual management and supervision of a child involved in intimate self-care. Parents are asked to fill in a form agreeing to intimate care by staff when their child starts school. Staff should refer to the Intimate Care policy before dealing with such an incident.

Mobile phones

Pupils are not permitted to bring mobile phones to school except in exceptional circumstances such as travelling to school unaccompanied. In this exceptional case, the phone must be handed to the teacher in the morning who will return it at the end of the school day. Any child found with a mobile phone will have it removed by the member of staff until the end of the day and parents will be informed.

Partnerships with outside agencies

Trinity School recognises that it is essential to establish positive and effective working relationships with external agencies such as Social Services, Educational Psychologists, EWO's and Children's Services. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children, in line with Jersey's Children First practices: [Jersey's Children First](#).

Partnerships with parents /carers

Keeping our children safe is an objective that is shared with parents/carers. Parents/carers are worked with positively, openly and honestly and are treated with respect, dignity and courtesy. Parents' rights to privacy and confidentiality are respected and sensitive information will not be shared unless permission has been given, or it is necessary to do so in order to protect a child. All concerns are discussed with parents about their children unless there are exceptional circumstances relating to disclosures of a child protection nature.

Physical Activity lessons

When PA/PE lessons take place on the field or the nature trail the member of staff should take a mobile phone with them and a basic first aid kit. This is particularly important if they are not accompanied by a second member of staff. A second member of staff should help with crossing the main road – see Site Risk Assessment for crossing the main road.

Photographing, images and videoing

We often take photos of the children at school. We may use these images within classrooms, in corridors and in our school's information booklet or in other printed publications, as well as our web based online classroom and school website. We may also make video or web cam recordings of school events such as residential trips or assemblies.

From time to time, our school may be visited by the media who will take photographs or video /film footage. Pupils will often appear in these images which may be used in the JEP or on televised news programmes. School photographs that are for use outside of school are anonymous unless specific permission has been received from parents. If an outside company from the UK is involved in filming they will be asked to complete a data protection agreement form.

Parents are asked to sign a consent form upon entry to school stating whether they are happy for such photographs and videos to include their son or daughter. Conditions of use of photos and video footage are clearly stated on the back of the consent form. Teachers are informed of pupils who do not have parental consent.

Pupil information

Our school will endeavour to keep up to date and accurate information in order to keep children safe and provide appropriate care for them. This is stored centrally in the office in a locked/secure filing cabinet. We will seek information from previous schools of a transferring pupil. This information will not be shared with anyone apart from staff members unless a child is 'at risk'. Any paperwork including personal information/data should be destroyed appropriately and placed in the bins for shredding.

Racial tolerance

The school will work hard to promote racial equality and harmony by preventing and challenging racism. Racism is tackled in both the PSHCE and in the RE curriculum. The children take part in discussions designed to raise awareness and address prejudice.

Radicalisation

Recently there has been an awareness of the specific need to safeguard children, young people and families from violent extremism. There have been several occasions nationally in which extremist groups have attempted to radicalise vulnerable children and young people to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation. Trinity School seeks to protect children and young people against the messages of all violent extremism including, but not restricted to, those linked to Islamist ideology, or to Far Right / Neo Nazi / White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements.

School environment

Careful attention should be paid to the physical environment and how the space is used to promote learning, while at the same time ensuring that the children's safety and well-being are protected.

Hygiene, cleanliness and tidiness in all areas of school should be given high priority; hazards and clutter should be routinely removed to prevent accidents or incidents. Premises and accommodation should be maintained to high standards, with any faults or defects being rectified without delay.

LT should ensure that staff know how to cope with critical incidents or emergencies such as fire.

As a school we recognise the importance of caring for pupils' emotional well being and the importance of making them feel safe and secure. At times it may be necessary for staff to agree locations where children who feel vulnerable or at risk can go for additional support or guidance.

School security

Trinity School provides a safe and secure environment for pupils and staff to work in however the school is only as secure as the people who use it. Therefore all people on the site have to adhere to the rules, which govern it. Therefore:

- playground gates remain closed throughout the day
- children remain on the top playground at the end of the day, unless accompanied by a member of staff to the gate
- the door onto the main road remains locked throughout the day and is self-locking. Parents and visitors must not leave through that entrance straight onto the road
- the concourse door should remain locked except at the beginning and end of each day and at break times
- visitors and volunteers must only enter through the main entrance and must sign in at the office, they must wear identification badges or stickers
- Staff must sign in and out and must wear their ID badges at all times in school
- children will only be allowed home with adults with parental responsibility or confirmed permission
- children should never be allowed to leave school alone during school hours, and if collected by an adult, signed out

- staff should challenge unidentified/unknown people on school premises
- adults and parents visiting the school should use staff toilets only and not children's toilets
- pupils may only cross the main road with a road crossing patrol trained member of staff. A second adult should stand at the end of the driveway leading onto the field as extra supervision and the crossing lights should be activated
- staff are aware of any alternative adults to those who normally do pick up i.e. parents, grandparents etc. and will challenge any one different or unknown
- staff from other agencies picking up children will have contacted the school ahead of pick up time and will have their ID checked on arrival. The school administrator will also ask the member of staff for a photograph of the child to match it to the photograph on her records.
- Contractors on site should have made an appointment. ID badges will be checked. The Headteacher will exercise professional judgement in determining whether any visitor should be escorted or supervised while on site.
- staff should store valuables in the safe in their classroom

Should a child leave the school premises without permission then the LT must be informed immediately. Parents will then be informed of the incident and the police if necessary – following the Absconding Policy.

Extended school and off-site arrangements

Where extended school activities are provided by and managed by the school i.e. sports clubs etc our own child protection policy and procedures apply and the DSL will be available. If other organisations provide services or activities on our site we will check that they have appropriate procedures in place, including safer recruitment procedures and clarify whose procedure is to be followed if there are concerns. There will be clear communication channels to ensure the DSL is kept appropriately informed.

When our pupils attend off-site activities, including day and residential visits we will risk assess and check that effective child protection arrangements are in place.

School training and staff induction

A member of the LT must have undertaken training in safeguarding and this must be refreshed at regular intervals. All staff (including temporary staff and volunteers) must have access to the Safeguarding Policy and will be supported by LT with matters relating to safeguarding. All staff must have regular Child Protection training. LT will know the Safeguarding Policy and other related Education policies which other members of staff can access.

School trips

Pupils may be taken out on visits to enhance their learning. These trips should be carefully planned to minimise risk and safeguard our pupils. On these trips the school's Safeguarding Policy applies. If other organisations provide services or activities on the school site, the school will check they have appropriate procedures in place, including safe recruitment procedures.

The following guidance should be followed on school trips:

- the minibus may only be driven by a minibus trained member of staff.
- ratios for visits must be maintained at all times – 1:6 for KS1 and 1:12 for KS2

- booster seats appropriate for a child's weight must be used for children in KS1 in cars (parents have received a letter of guidance about this)
- parents used to help with transportation must be police checked and hold fully comprehensive insurance
- a first aid kit and mobile phone must be taken on all trips
- a risk assessment and visit form must be handed to the Headteacher a minimum of one week before any visit for approval
- all children and staff should wear a high visibility vest when walking on public paths and pavements (if it is whole school, as many children as possible and accompanying adults)

Travelling to and from school

Some older pupils walk or cycle to school unaccompanied by a parent or carer. If this is the case a letter must be written by the parent to the school explaining this. Pupils cycling to school must hold the Bikeability certificate. Pupils cycling or walking unaccompanied may bring a mobile phone to school for safety purposes but this must remain switched off during the day and handed in to the school office/class teacher.

Collection of children from school

The school need to have written or verbal permission from the parents/carers with Parental Responsibility of that child, that the child can be released with that adult prior to being released. If the school does not have this information, the school will contact the parents prior to releasing the child.

If a child is not collected as expected, the school will keep the child safe in the school office and continue to contact the parents/carers until they are collected.

If the situation with the adult collecting is deemed unsafe – it may be that a call to the Children and Families Safeguarding Hub is made for advice on 519000. If it is late (for example at the end of the After School Club session, after the hub has closed), a call to the police would be made for advice on 612612.

Welcoming visitors

It is assumed that visitors with a professional role i.e. the School Nurse or members of the police already have relevant clearance but the office will check this before admittance is granted. Any visitors to the building must be signed in and out of the school building at the office and must wear a visitor badge/lanyard which can be clearly seen. They should enter the school building by the main entrance only.

Whistleblowing

If members of staff ever have any concerns about people in school, paid or unpaid, they have a professional duty to inform a member of LT accordingly. This can be done in writing or verbally but staff should be prepared to discuss issues in the confidence that any such matter will be dealt with sensitively and with the necessary degree of confidentiality.

Monitoring and review

- It is the responsibility of all staff the LT to monitor the effectiveness of the Safeguarding Policy through continual self-evaluation.
- A safeguarding audit will be held annually ensuring that our policies, practice and procedures are current, up to date and are in place in school. This will also identify any ways forward which will either be addressed immediately or will be actioned as part of the School Develop Plan.

Updated by Katy McMahon Sept 2021/ March 22/ Sept 22

Sally Sleath November 2023
Sally Sleath November 2024
Sally Sleath April 2025
Sally Sleath January 2026
Kelly Cutting June 2026