

### Governors

Governors at Rhodes Avenue are aware of their role in safeguarding children, review the safeguarding policy annually and ensure independent contractors have the required child protection procedures.

A designated governor liaises with the school to review school policies and procedures and reports back to the Governing body.

### Site Safety

Risk assessments are carried out regularly.

There is a designated Health and Safety Governor

There is an accident book, behaviour book with evidence of action taken and impact of action.

All members of staff are required to wear ID badges at all times.

All members of staff are aware of their responsibilities to report health and safety concerns to the site manager immediately.

All glass on windows and doors will be kept clear to allow full visibility.

### Visitors

All parents and visitors to Rhodes Avenue must sign in and out of the school using the inventory system.

### Safeguarding Contact

**If you have any concerns around the safeguarding of the children at Rhodes Avenue, or would like further information, please see:**

**Emel Ali (Designated Safeguarding Officer)**

[eali3.309@lgflmail.org](mailto:eali3.309@lgflmail.org)

**Direct Line Telephone Number: 0208 826 1893**

**or Mr Adrian Hall (Headteacher)**

[head@rhodes.haringey.sch.uk](mailto:head@rhodes.haringey.sch.uk)

### Prevent Duty

This school works in partnership with the wider school community to ensure children and their families are safeguarded from radicalisation and extremism. In line with the PREVENT duty Rhodes Avenue will ensure that all staff and governors are trained, informed, recognise vulnerability and mitigate the risks. Our school's statement of values respects learner and staff diversity, encourages freedom and openness and promotes the learner voice. Visiting organisations (eg, theatre groups) or individuals who will be performing for, or working directly with pupils, will be expected to have adequate safeguarding procedures in place and must agree with class teachers in advance what level of supervision or contact they will have regarding pupils and the content of what is being delivered.



## RHODES AVENUE PRIMARY SCHOOL

### Safeguarding for Parents

The Governing Body at Rhodes Avenue fully recognise that they have a duty to ensure arrangements are in place for safeguarding and promoting the wellbeing of children (Section 175 of the Education Act 2002). We adhere to the LA's Safeguarding Children Board Procedures. We recognise that all members of the school community including volunteers and governors will at all times play a full and active part in protecting our children from harm.

The following policies are linked to the information contained in this leaflet:

Safeguarding,  
Health and Safety, Positive Handling,  
Behaviour for Learning,  
Sex and Relationships, Medicines in Schools  
Anti Bullying, E Safety and Safer  
Recruitment

**The information enclosed outlines how we as a school and a community intend to keep our Children safe. The policies and guidelines are not intended to alienate parents or visitors but ensure the children are safe at all times.**

### Entry and Exit from the school

All visitors must use the Main Gate entrance during the school day

All visitors must report to reception upon entering the school premises

The park entry gate is open from:

8.45– 9.00am

3.20– 3.45pm

The gate is staffed at these times.

## STAFF

### Staff Conduct

All staff are required to work in a professional way with children. All staff should be aware of the dangers in:

Working alone with a child (e.g. a door should always be open or a clear view into the room maintained);

Physical interventions (see Positive Handling Policy);  
Cultural and gender stereotyping;

Dealing with sensitive information;

Giving to and receiving gifts from parents and children;

Contacting children through private telephones (including texting) and emailing, using MSN, or social networking sites;

Disclosing personal details inappropriately  
Meeting pupils outside school hours or school duties.

### Confidentiality

Members of staff may have access to confidential information, on a need to know basis, about pupils in order to undertake their responsibilities. In some circumstances the information may be highly sensitive. Confidential or personal information about a pupil or her/his family will only be disclosed on a need to know basis. In some exceptional circumstances, this may include Governors.

Pupil and staff records are all kept securely.

### Safe Recruitment

When recruiting new staff at least one member the interview panel must hold the NCSL Safer Recruitment certificate.

### Designated Members of Staff

The designated members of staff keep child protection securely, offer advice and support to colleagues, pass on concerns to the relevant authorities and liaise with social workers. The designated member of staff at Rhodes Avenue School is Emel Ali (Designated Safeguarding Officer).

### Allegations against a member of staff

Any concerns about a member of staff's conduct should be passed on to the Headteacher. The Chair of Governors will be informed and an investigation will be carried out.

### Single Central Record

The Single Central Record holds information on all staff, volunteers and contractors working in the school. The admin staff are responsible for the upkeep of the SCR and the Headteacher and Governors monitors it regularly in line with OFSTED requirements.

## PUPILS

### Physical Contact and Restraint

Members of staff may have to make physical interventions with children. Members of staff should only do this where it is necessary to protect the child, or another person from danger and when the member of staff has received appropriate training.

### Photographing Children

We understand that parents/carers like to take photos of their children or video them in the school play, at sports day or school presentations. This is a normal part of family life and we do not discourage parents from celebrating their child's success.

However, there are restrictions on the use of images of children (e.g. data protection) and health and safety considerations. We adhere to the following guidelines:

We seek written parental consent for the use of photographs and images for use by the school (including the school website and brochures) when a child joins the school.

If visitors come to the school to make videos or take photographs for use outside the school we will seek specific parental consent.

Staff should be sensitive to the feelings of pupils who may be uncomfortable about being photographed.

Staff should be aware of the use of flash photography and the impact it may have on some of our pupils.

### E-Safety

The schools has a separate policy on internet use and e safety.

### Transporting Pupils

In certain situations e.g. out of school activities, staff, volunteers or governors may agree to transport pupils. Wherever possible any transport arrangements should be made in advance by a designated member of staff. Any transport should be provided (other than in private vehicles) with at least one adult additional to the driver acting as an escort.

### Before and After School Activities and Educational Visits

Staff and volunteers should take particular care when supervising pupils in the less formal atmosphere of an educational visit, particularly in a residential setting, or after-school activity. Staff and volunteers remain in a position of trust and the same standards of conduct apply. The school has a policy on educational visits which forms part of this policy.

All parents who accompany a school visit must be List 99 checked before the trip. Parents should inform the office if they are intending to accompany a class on a school visit.