

**Rouge Bouillon School**

**Policy for  
Safeguarding**

March 2026

## **Rouge Bouillon Safeguarding Policy**

At Rouge Bouillon School the health and safety of all children is of paramount importance. Parents send their children to school each day with the expectation that we will provide a safe and secure environment in which their children can flourish. As a school community we have to ensure that this expectation is reality. In order to do this a wide range of measures are in place:

**Security and Safety** (also see health and Safety Policy for further details)

The Headteacher has responsibility for security and safety in the school. Any concerns from staff are reported to the Headteacher or Caretaker. Concerns need to be recorded on the "Caretaker's Tasks" document on the Teacher Shared area of the network, overseen by the caretaker and regularly reviewed with the headteacher. The caretaker will carry out an initial examination, assessing what remedial action needs to take place. He will either carry out the work himself or call in a contractor from CYPES approved list. All contractors coming into school have to complete the appropriate section in the Property Log Book.

Each term there is a fire drill that practices efficient evacuation from the buildings.

Information about the Safety and Security of the school can be found in the Health and Safety Management File which is located in the school office.

There is a Critical Incident plan that details what should be done in the case of emergencies. This is been updated annually in line with CYPES guidelines. Copies of this are found in the Headteachers office, Deputy Headteachers office, the staffroom, the school office.

**First Aid** (also see First Aid and Administration of Medicines policy for full details)

In school the following staff hold a First Aid at work qualification:

Lead First Aider – Mrs Le Coguiec

First aid trained staff: See current display in key points around school. There will always be at least 7 first aiders, however at the point of updating this policy there are 18 trained.

There are a number of first aid kits situated around the school. First Aid bags are checked and updated regularly by the Lead First Aider. Staff on duty in the playground will do minor first aid on the spot and have a first aid kit by the playground entrance, but for more significant injuries, children will be sent to a first aider inside.

When a child has suffered an injury in school or on the playground there is a protocol to follow:

**For detail please see the First Aid Policy.**

- All adults are able to deal with a minor injury such as a simple graze either by using equipment from the first aid bag or by sending the child, with another child, to a classroom to get a paper towel
- if the adult on duty feels unsure of the injury or feels that the child needs to see a First Aider the child is sent to the staffroom with another child.
- if the adult on duty feels that a child might be seriously injured they will send another child to the staffroom to get a First Aider to come out

A separate protocol has to be followed if a child has:

\* a bump on the head or face– see Bumped Head procedure in First Aid Policy. Parents are contacted if a child has a bump on the head or other injury that might need further attention.

\* an anaphylactic seizure - see Medical Policy /EpiPen procedure in the First Aid Policy.

### **Recording incidents and accidents**

- All accidents are recorded on a Minor Injuries record sheet
- Any accident that necessitates a child/adult going to hospital is recorded on an online accident form. Notification is sent to CYPES

If a child is unwell, including at Lunchtime, the class teacher or senior First Aider will make a decision about phoning the parent.

For staff, there is a manual handling policy and risk assessments to ensure that all stay safe from physical injury caused by handling heavy items or working at height, with the caretaker appropriately trained in manual handling and working at height.

Any 'near misses' are to be recorded in the Near Misses section of the Health and Safety File which can be found in the School Office.

### **Medicines** (also see Administration of Medicines policy for full details)

Parents are discouraged from bringing medicines into school unless absolutely necessary. In those circumstances, they will have to sign a form stating the type of medicine and circumstances of when it can be taken, which is stored in the school office. All medicines are stored in the school office (see separate medicines policy for further details).

Children who need inhalers – parents are asked to sign a medical form and provide the class teacher with an inhaler that their child can use independently. Inhalers should be available in class and accompany children on any off-site visits as opposed to being stored with other medicines in the school office. Older children take responsibility for their inhalers.

### **Intimate care and toileting**

It is normally expected that children are able to use the toilet themselves before they start school, however, there are occasionally exceptions for a variety of reasons, or accidents that may happen from time to time. For matters of an

intimate nature, staff should deal with a child with utmost sensitivity and always seek guidance from a member of the SLT – see Intimate Care Policy.

Parents are asked to inform school of any updated medical needs every year. If a child has a serious allergy/ health condition parents will be asked to complete an individual health plan.

**Site Security** (also see Staff Handbook and Health and Safety Policy for further details)

We have an “open door” policy to enable members of our community to speak to the headteacher, but aim to balance this with providing an environment that is safe. The site is only as safe as the people using it.

Therefore:

- class teachers need to take responsibility for closing the windows in their classrooms.
- cleaners to check all doors and windows at the end of the day and ensure they are secure.
- people leaving school at the end of the day will lock the front door behind them.
- the caretaker, will close the garage door when he leaves, as will others if they find it on the “Locked Open” setting after 4pm or on non-school days.
- there are signs at all entrances asking visitors to report to the Reception.
- visitors and volunteers sign in and out.
- Staff and children are encouraged to ‘appropriately challenge’ any visitor not wearing a visitors’ badge/lanyard or report them to a member of staff.
- children are only allowed to leave school with an adult with parental responsibility or confirmed permission from the adult with parental responsibility.
- children are not allowed to leave school alone during school hours, however, if a child leaves the school premises because they are ‘in crisis’ the class teacher, key worker or a member of the Leadership team who knows the child’s needs and behaviours well, will manage the situation sensitively taking into account the needs of individual needs of the child and ensuring that the child is kept as safe as possible.
- if children walk home on their own or catch the bus it is the parent’s responsibility to let school know in writing.
- all contractors coming into school have to complete the appropriate section in the Property Log Book.
- if staff come into school at the weekend or out of school hours they must sign into the InVentry system to log their presence (this took over from the lone worker book), and comply with the lone-worker policy.
- teachers who go off site at lunchtime or any other time of the working day “sign-out” and “sign-in” on their return.

**Attendance** (See attendance and Punctuality policy for further details)

Excellent attendance is expected of all children. When children are unwell parents are expected to confirm absence by telephone before the school day

begins. If there is no notification school will phone home to ascertain each child's whereabouts.

The Education Welfare Officer and school Attendance Lead (Carina Rabet) meet regularly to discuss attendance and punctuality, however, it is class teachers' responsibilities to monitor the attendance and lateness of their pupils, raise issues directly with parents and flag up concerns to the school Attendance Lead in the first instance. The procedure is as follows:

- class teachers are asked to discuss issues with parents as concerns emerge.
- if there is no improvement the class teacher will meet with parents and agree an attendance plan (supported by the Attendance Lead as required).
- should there still be no improvement the Attendance Lead will refer to the EWO for their involvement.
- if this continues, the family will be invited to attend an attendance panel, which could result in a Parish Hall inquiry/fine).

The EWO will also talk with parents and offer support and/or advice where there are concerns about children's welfare.

### **Appointment of staff**

All staff that are appointed to work in school must have had a DBS check. Any newly appointed person will only have confirmation of the job once references have been taken up and confirmed.

The school secretary has attended training from the 'Jersey Vetting Bureau' with regards to DBS.

Short-listing and interviews are always undertaken by at least one person who has completed the Online Safer Recruitment: currently this is Russell Price, the headteacher.

The welfare of new staff is overseen by their Line Manager. Where possible, before the new member of staff starts, a meeting is held with the Line Manager to talk through routines, planning, procedures etc. Regular conversations both formal and informal will take place.

### **Induction of Volunteers**

Any volunteer who helps on a regular basis must complete a DBS check. Forms are available from the School Secretary. At present clearance for this can be approximately 6 weeks.

When a volunteer's role is a 'one off', such as accompanying on a day outing or helping at a school fair (and therefore less than 4 times in a 30 day period and **not** overnight) these measures are not necessary. However, the person **should not be left alone or unsupervised** in charge of children. Staff should check in Teachers Shared or with the School secretary as to who has been police

checked when they are planning to use a parent to help on in-school activities or visits. Risk assessments for trips involving parent helpers, must clearly show which parents have been police checked.

### **Welcoming visitors**

Visitors with a professional role i.e. the school nurse or member of the peripatetic music service will have been DBS checked as part of their recruitment. Any other visitors, such as people who have come in to lead an assembly do not have to have been police checked but are expected to sign in.

**Child Protection Policy** See Child Protection Policy and Staff handbook for further details)

The Designated Safeguarding Lead (DSL) for Child Protection is Carina Rabet, with members of the Senior Leadership team deputising as required (Headteacher- Russell Price, Deputy Headteacher- Jess Doyle, SENCO- George Coady, Assistant Head, KS1 and Early Years Lead- Lauren Symberlist, and KS2 Lead- Heather Paul). All teachers, and support staff have attended at least Level 1 training. There is a detailed Child Protection policy on Teachers Shared/School Website and it is the responsibility of all staff to read it. Any concerns that members of staff have are entered by the member of staff who raises it immediately on My Concern, which is then reviewed and acted on as appropriate by the DSL.

### **The Design of the Curriculum**

The curriculum deals with safeguarding in two ways:

Firstly through subjects such as PSHE, where relevant issues are discussed with the children. Topics include such themes as sex and relationships and keeping yourself safe. Teachers plan appropriate tasks and activities to enable children to discuss these issues. Parents are invited to review the Sex education materials used in Year 6 before the children access it.

Secondly, the curriculum is designed so that safety issues within the subject are discussed and safe practices taught, such as using equipment properly in PE. Risk assessments are prepared for PE activities where there is a perceived risk to children. Mitigating measures taken to reduce risk in activities such as in Science and Design Technology should be highlighted in weekly planning. At all times there must be appropriate staffing levels and when the curriculum is taking place out of school, appropriate ratios are maintained. The lead adult always assesses visits, as to the level of risk, and follows school procedures, submitting a risk assessment to the Key Stage Lead at least 48 hours in advance of the visit.

### **Recommended ratios of adults to children**

The minimum levels of supervision are as follows:

Lunchtime -

Reception - 1:30

Key Stage 1 - 1:50

Key Stage 2 - 1:75

The memorandum states the following ratios:

Before school – 1 teacher to 200 pupils

Playtimes – 1 teacher to 150 pupils

The Health and Safety of pupils on Educational visits states the following:

Day visits –

Reception and Key Stage 1 –	1 adult to 6 pupils
Key Stage 2 –	1 adult to 12 pupils

Residential trips (year 3 and above)– 1 adult to 10 pupils

**Trips** (see health and safety Policy for further details)

When planning trips, staff must ensure that there are appropriate staffing ratios which, at its minimum, meet CYPES policy. The lead teacher must complete a risk assessment at least 48 hours before the trip takes place and give a copy to the their Key Stage lead for approval.

Although parents have already signed a permission slip to allow children to participate on school visits when they join the school, they are given as much as information as possible about the nature of each trip soon before they happen and the activities that are likely to be on offer. If there is seen to be an aspect that some parents may be worried about (such as if there is swimming involved), then we would ask for additional parental permission for that individual trip. Parents are invited to an information meeting when the trip is residential.

Child Protection aspects of school visits

Risk assessments in respect of child protection must cover the adults who will be accompanying children, the adults that they will meet at places that they visit/stay and the risks posed by individual children to others.

Parents are often asked to volunteer to accompany children on trips. If a parent supports on a regular basis or at any time is left with children or supports in 'high risk' areas e.g. changing rooms for swimming, they must be DBS checked.

When a volunteer's role is a 'one off', such as accompanying on a day outing or helping at a school fair (and therefore less than 4 times in a 30 day period and **not** overnight) these measure are not necessary. However, the person **should not be left alone or unsupervised** in charge of children.

Staff should check in Teachers Shared or with the School secretary as to who has been police checked when they are planning to use a parent to help on in-school activities or visits.

All staff/parents must be DBS checked if the trip involves an overnight stay.

Where individual children pose considerable risks to themselves or others, strategies are put in place to mitigate the risk and such measures are highlighted on the risk assessment.

### Communicating about visits with pupils

Talking to children about the trip is essential. This allows the children to express any concerns they may have so that we can alleviate anxiety and take into account children's feelings. The importance of safety is stressed to the children.

**Digital Safety** (See Data Protection and Social Media Policies for further details)

Children are encouraged to use the internet appropriately as a learning tool, but all times in a safe and responsible way. Parents are asked to sign a letter of consent for their child to use the internet. Children are taught about digital-safety as part of the computing curriculum. The school internet system is filtered for children, and the headteacher and deputy-head receive alerts if members of the school community type in a wide range of key words or phrases that may be linked to risky or nefarious behaviours or activities. If teachers know of misuse, either by a teacher or child, the issue must be reported to the Computing lead, Emily Pitcher, or the Headteacher. The Headteacher has overall responsibility for internet safety. Any Digital-Safety issues are recorded on Light Speed & Impero (electronic firewall/monitoring equipment). Incidents are reviewed and logged.

### Mobile Phones and personal devices

Children are not allowed to use personal electronic devices in school. Some children are allowed to bring phones with them to school as a safety measure so that they can communicate with parents before and after school, and so they have them available if walking home alone, however, these devices should be switched off once the children reach the school premises, and handed in to either their teacher or the school office to look after during the day. The devices should not be switched on again until after school, and while on school premises, they should not be used for games, the sharing of media, to access the internet or for any purpose other than to communicate with parents.

### Social media and anti-bullying outside school

Although devices may not be used for social media or gaming in school, despite the information we provide parents, some children are still accessing it outside school and communication through networked games. If there are cases where upset is caused outside school that impacts children's wellbeing and performance in school, then the school will investigate and communicate with parents to help to resolve the issue, directing parents to guidance or involving the police in extreme cases as required.

**Equal opportunities/ Inclusion** (See inclusion Policy for further details)

We try to ensure that everyone is treated fairly. All children are given equal access to the school and its curriculum and all at Rouge Bouillon are considered equal in the learning partnership. When children have Special Educational Needs we work closely with parents, as appropriate, and design specific programmes to meet their needs.

Children with disabilities take part in every lesson in an appropriate way and every measure is taken to ensure this.

**Behaviour** (See Behaviour and Discipline Policy for further details)

Good behaviour is essential in any community and at Rouge Bouillon we have high expectations of this.

Our main behaviour system is an intrinsic approach – learning is engaging and children want to be involved. Consequences are put in place to support children to demonstrate “good” behaviour. House Points are used as rewards for children who exemplify or demonstrate our Core Values and a trust badge system operates in Yr6.

Occasionally consequences are required to support children who are struggling with their behaviour.

Consequences might range from:

- a verbal reprimand
- being removed from class
- loss of playtime
- reporting to a senior member of staff
- a phone call home

In extreme circumstances a child may be excluded (internally) or suspended.

**See the school Behaviour Policy for specific detail.**

Staff are never allowed to physically chastise children under any circumstance, and are not permitted to physically restrain them in any but specific and unusual circumstances as laid out in the Physical Intervention Policy, for reasons such as where a child is a danger to himself/herself and/or others. Staff are trained in MAYBO level 1, with select staff trained to MAYBO level 2, and in the rare occasions when physical restraint is used, an official log is maintained to details the circumstances and parents are informed.

**Intolerance and discrimination** Please see the Inclusion Policy and Staff Handbook for further details)

Rouge Bouillon is a school that prides itself on inclusivity and the valuing of everyone, our differences, our cultures and we do not accept intolerance and discrimination.

Racism is tackled in a cross-curriculum approach, and is based on the everyday celebration of difference to build acceptance and openness, and is significantly aided by the range of cultures and languages within our school population, as well as the study of different religions, beliefs and cultures, and the visits and visitors which reinforce this.

Our acceptance of people's individuality extends not just to race, but to gender identity, religious beliefs and other areas of people's lives.

If there are cases of discrimination within the school, we will act swiftly to address them, alerting parents as necessary and logging such behaviours.

**Bullying of pupils** (See Behaviour and Disciplinary Policy for further details)

Despite our best efforts and positive behaviour management, there are times when children disagree or are unkind to each other, but usually these are temporary problems and based not based on systematic discrimination. Bullying links to both behaviour and also discrimination as it is when there are unpleasant behaviours that happen repeatedly, are targeted at an individual or small group and may well be based on prejudice.

We do not tolerate bullying at Rouge Bouillon School and as with general behaviour, try to proactively prevent it by fostering tolerance, empathy and celebrating difference. If however, there are allegations of bullying, we take these very seriously, investigating them and reporting back to parents, and maintaining a log of alleged bullying incidents (please see separate anti-bullying policy).

**Photographing and videoing** (see staff Handbook and Data Protection policy for further details)

Staff must follow the '**Use of photo and video policy**'.

Parents must give consent for their child's picture to appear in the following – photos, videos, webcam, the JEP and media by signing a permission slip (usually undertaken when they join the school). Names of children for whom permission has not been given can be accessed from the office.

We take a sensible and balanced approach which allows parents to photograph and film providing they follow certain guidelines. At the beginning of any productions e.g. the Nativity, parents are reminded that any films/pictures that they take must only be used in their own home and must not be shared on social media sites.

**Bullying and Harassment of staff** (see Bullying, Harassment and Whistleblowing Policy for further details)

Rouge Bouillon School should be a positive place to work, where the whole school community models the values such as Respect that we aim to foster in our pupils. We do not tolerate harassment, intimidation or bullying within the workplace by any members of staff and encourage any member of staff to raise concerns early. We follow then Government of Jersey policy on Bullying and Harassment and full details can be found in the separate policy, which itself refers back to the whole Government approach.

**Whistleblowing** (see Bullying, Harassment and Whistleblowing Policy for further details)

If members of staff ever have concerns about the people they are working with, paid or unpaid, they have a professional duty to inform the management. This can be done in writing or verbally but staff should be prepared to discuss issues in confidence so that any such matter will be dealt with sensitively and with the necessary degree of confidentiality. The school follows the Education Department's policy on Whistleblowing (see separate whistleblowing policy).

Last updated March 2026