

# BROWNLEE PRIMARY SCHOOL



## Safeguarding Procedures for the After School Club *2018*

This policy was adopted by the Board of Governors in January 2018.

It will be reviewed by the Board of Governors in September 2020 or at such times as new guidance becomes available or relevant legislation is passed.

## **Safeguarding Measures put into place to ensure all children are kept safe from 8.00am – 6.00pm**

A normal school day in Brownlee Primary School is 8.55am until 3.00pm

We also operate a Breakfast Club from 8.00am and a number of after school clubs. There are a variety of sports / extra-curricular activities run from 2.00pm - 3.00pm for P1-3 and 3.00pm – 4.00pm for P4-7 children. The After School Club runs each day from 2.00pm – 6.00pm.

At all times and throughout all these different activities, it is vital that every child is kept safe and all staff members follow the school's safeguarding policies.

All staff members have a duty of care and if they have concerns about the safety and well-being of any child, it is their duty to act promptly and raise such concerns to a member of the safeguarding team. This has been set out in our school's Child Protection Policy. It is important to note that any member of school staff may raise a concern and go directly to social services if no other member of the Safeguarding Team is available or able to be contacted.

The Safeguarding Team is Mrs Wendy-Anne McFarland (Designated Teacher), Mrs Carol Duffy (Deputy Designated Teacher), and Mr Colin Elliott (Principal). The Designated Governor for Child Protection is Mrs Dorothy Muldew and the Chairperson is Mr Gordon Lindsay.

If a child makes a disclosure of a child protection nature outside the hours of the normal school day it will be necessary for After-School Club staff to act promptly, especially if there is real concern for that child's safety when he/she goes home that evening. In such a case, where none of the Safeguarding Team may be available or on site, it is important that After-School Club act without delay. This is to ensure that the child does not go home to potential imminent harm. This also applies if a parent/carer arrives to collect a child from the After-School Club in an intoxicated state. In light of these possible scenarios and any other concerning situations occurring late in the day, the following procedures have been drawn up to enable After-School Club staff to act swiftly and appropriately to safeguard the children in their care.

## **Procedure for dealing with a serious disclosure from a child whilst attending After-School Club**

- Staff member to act promptly and record what the child said or what he/she observed.
- Staff member to bring this to the attention of the club leader.
- After-School Club leader may try to contact a member of the Safeguarding Team or the Designated Governor. Having said this, there may not be time to do so, if the disclosure is made immediately prior to the child being collected.
- After-School Club leader to decide if it is necessary to phone Gateway Team and to pass on their concern.
- If the disclosure is of a Child Protection nature and the After-School Club leader feels the child is potentially in imminent danger by going home, the child will not be handed over to the parent. If the parent becomes aggressive and insists on taking the child, After-School Club leader should not put themselves in harms way but inform the Gateway Team and the police as soon as the parent leaves.
- Club leader will follow the advice given by Gateway Team.
- Club Leader will inform Mrs Wendy-Anne McFarland (Designated Teacher) or any member of the Safeguarding Team as soon as possible the following school day.
- Dealing with such safeguarding matters can be very difficult and stressful for staff. Mrs McFarland or any member of the Safeguarding Team will be available for pastoral support if required.
- You may also wish to contact the Independent Staff Care Services (INSPIRE) on 0808 8000002

The contact number for the Gateway Team is **028 90602705 or 0300 1000 300**.

The contact numbers for the Safeguarding Team are;

Mrs McFarland	0771 8375562	028 40629875
Mrs Duffy	0757 8602218	028 92668850
Mr Elliott	07720 260161	028 92665635
Mrs Muldrew	07719 125490	
Mr Lindsay	07815864904	028 92670130

## **PROCEDURE FOR HANDLING AN INTOXICATED ADULT COLLECTING A PUPIL**

This is for the attention of any after school club member responsible for handing over a child to the care of a parent / carer.

If a parent / carer arrives to collect a child and it is deemed that they are intoxicated with either drugs or alcohol, whereby they are unfit to safely look after the child, the following procedure will be used in order to safe guard the child.

Care should be taken to observe behaviours which alert the staff to the parent / carer being intoxicated, bearing in mind that some medications can also produce a smell similar to alcohol.

Examples may include;

- Inappropriate behaviour (showing a lack of inhibitions)
- Euphoria (excessive talking, showing off)
- Ataxia (uncoordinated, unsteady walking)
- Poor judgement

Loss of memory

- Slurred speech
- Confusion and disorientation
- Progressive lethargy and drowsiness
- Vomiting
- Unprovoked aggression

1. If the parent/carer arrives on foot in an intoxicated state the After-School Club leader should speak with the person and discuss with them how the child can get home safely. The club leader should offer to telephone the next contact number on the Data Collection Form and make arrangements for the child to be collected by them or the parent/carer may wish to phone someone themselves. The Gateway Team should be contacted by the Safeguarding Team as a matter of course.
2. If the parent/carer does not accept the decision to contact an alternative adult to collect the child and leaves school with the child on foot, the club leader will immediately inform the Duty Social Worker at the Gateway Team and also phone another named contact on the child's contact list.
3. If the parent or carer arrives by car and is planning on driving home in an intoxicated condition, the above procedure detailed in step (1) will be followed and an alternative person on contact list contacted, however, the

club leader will inform the Duty Social Worker at the Gateway Team once the child and parent / carer have been collected and left the premises safely. The police may also need to be informed, however, the Gateway Team will advise regarding this.

4. If the parent or carer becomes abusive and leaves school driving in an intoxicated condition, the police will immediately be called and then the Gateway Team. At all times, the staff will have a duty to keep themselves and the child safe - no hesitation will be made when calling the police on 999.

The contact number for the Gateway Team is **028 90602705 or 0300 1000 300**.

***While making a phone call to either Gateway Team or Police the After-School Club Leader should have certain information to hand i.e. Child's Name, Date of Birth, Address plus names, telephone numbers and addresses of parents/carers***

## **Procedure for Dealing with accident /serious illness**

Mrs Oliver and Mrs Duffy have been trained in First Aid and should be called upon if available; however, all After-School Club staff should act swiftly and follow the following protocol. After-School Club staff should complete the appropriate accident slip and give this to parent/carer when child is being collected. If the incident is more serious and medical attention is necessary club staff should not hesitate to respond by phoning the parent and emergency services if required.

### **Brownlee Primary School's First Aid Protocol**

Accidents happen. This protocol is to guide staff and the responses and age groups stated are only guidelines and the common sense of a caring adult is required to make decisions.

#### **Level 1:- a child falls, scuffs their hands which become dirty, no blood, no broken skin, and no complaint of any other injury or pain.**

Response:-

- if it is a young child, eg P1-P3, and there is no distress, it may be acceptable for a senior pupil eg Playground Pal, to take them to help wash hands in the pupil toilets, they should have a second senior pupil with them. If this occurs, an adult must check that there are no more serious injuries.
- if the adult takes the young pupil to the toilets they should bring at least another child to act as comforter for the injured, and witness to your caring actions. Older injured pupils, P4-P7, may be happy to go with a friend and not need an adult.
- a First-Aider is not necessarily required unless the responding adult has any concerns.
- whichever adult attends should inform the pupil's class teacher of the accident.

- if any caring intervention is required, the actions should be reported in the minor accidents book in the reception office and an accident report slip sent home to parents.

**Level 2:- a child falls, scuffs their hands or knees, skin is broken and there is minor oozing blood or fluid.**

Response:-

- for any aged pupil, an adult takes the pupil to a first aid station and cleans the wound.
- bring at least another child to act as comforter for the injured, and as a witness to your caring.
- if there is not significant bleeding or other concerns a First-Aider may not be necessary.
- if, after cleaning the wound continues to bleed or ooze fluid a dressing may need to be applied for comfort reasons or for hygiene reasons.
- an incident such as this, which requires 'medical' intervention, must be recorded in the minor injuries book in the reception office.
- an incident record slip should be completed by the attending adult and given to the pupil's teacher.
- the class teacher should advise the pupil's parent at the end of the day of the incident. Parents of P1-P4 pupils should be spoken to either in person or by phone. Parents of P5-P7 pupils can be advised by use of the incident record slip if they are not easily reached to speak to.

**Level 3:- a child falls or has an accident in which there is significant blood, or pain that would indicate possibility of strain or fracture, or any head injury.**

Response:-

- the adult responding sends for a first-aider while dealing with the incident with another adult as helper.
- provided it is reasonable to move the pupil, significant blood injuries or those requiring 'intimate care' should be dealt with in the disabled toilet at the end of the main corridor. Another adult should be present.
- usually a Level 3 incident will require that a parent is notified.
- any head injury requires the notification of the parent in person.
- a pupil with a broken leg should not be moved.
- the school accident book found in the Reception Office should be completed.
- following the incident, the Principal should be consulted to confirm that the Education Authority Accident Record form should be completed and sent to Education Authority.

**When to call an ambulance:**

- if in any doubt call an ambulance.
- if a pupil has a major injury or cut.
- if a pupil has what may be a fracture.
- if a pupil is knocked out, incoherent or appears to have had a seizure.

Please tell Mrs Duffy if:

- you use a lot of items from the first aid box;
- you notice a first aid box getting low, or it runs out of something;
- the first aid box is out of some item.
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It is only reasonable for us to make the effort to explain to a parent/guardian why a child is going home with a dressing on, or why their hand, finger or thumb is sore. It is also important to report an accident and what we have done to deal with any injury and comfort any child.

If dealing with blood injuries, protect yourself, and others, by wearing the appropriate gloves, available in the first-aid boxes. Body fluid packs are also available from Mr Hodgen, the Building Supervisor.

Remember, we are all responsible for providing care and first aid. Some staff are trained in order to provide additional advice and support to staff and pupils.

The School's Intimate Care Policy is relevant to those providing First Aid for children.

### **Procedure for handling confidential information especially of a child protection nature**

- After-School Club leader (Mrs Wilson) to inform Mrs McFarland of all children who use the after school club.
- Mrs McFarland to draw attention to any court orders in place and who is not allowed to collect a child. If this does happen club staff to phone police immediately.
- Mrs McFarland to discuss briefly children whose families are receiving social services support and it is advised that certain family members should not be collecting their child and that all contact with them should be supervised.
- If such family members do appear at school without a social worker and want to collect their child, they will be in breach of the social worker's care plan. This is not necessarily a phone call to the police but the person should be advised that After-School Club staff will be contacting other family members to advise them of situation.
- All matters relating to Safeguarding / Child Protection will be on a need to know basis and must be kept highly confidential at all times.
- Club leaders to feedback to Mrs McFarland or any member of Safeguarding team should anything happen regarding the above as soon as possible on the next school day.

### **Administering Medicine to children whilst attending the After School Club.**

- Certain children require medication during the school day and their parents have completed the relevant AM2 or AM3 forms detailing how Brownlee staff should administer the medicine.
- It is very important that After-School Club staff also know this information in case a child becomes unwell when at the After-School Club.
- The After-School Club leader should check with all class teachers of children who attend After-School Club and inform themselves of who has medication kept in school and the nature of the illness/condition.
- The After-School Club leader and assistant leaders also need to know where this medication is stored in school and read the care plan detailing dosage and when to administer. This is to ensure that if a child becomes very unwell and needs medication quickly club staff will be in a good position to act swiftly in order to attend to the urgent medical needs of the child.

### **Keeping Up to Date Contact Details for children Attending the After School Club.**

In order for all children to be kept safe at all times whilst in school and for After-School Club staff to follow these procedures it is vitally important that up to date contact details are maintained.

Therefore, the After-School Club leader needs to ensure that they have all information held on a School Data Collection Form, completed by main parent/carer, for each child. This information should be kept in a safe place where all After-School Club staff can access.

It is important for After-School Club staff to amend/add any details upon instructions from a named parent/carer.

If a person arrives to collect a child from After School Club and club staff do not know this individual or haven't been informed by the parent/carer After School Club staff should ask the person to wait while they phone the parents or someone on the contact list to get confirmation of this arrangement.

It is the responsibility of parents to ensure that school has details of any changes to collection arrangements and it is also important that parents are reminded of this throughout the year.