

Please keep this leaflet for future reference



**Working together to safeguard children
Safeguarding and Child Protection Procedures in
our School
A guide for volunteers, supply/temporary staff
and visitors**

A signed register will be kept in the office of everyone who has received this information and agrees to abide by it.

The Designated Safeguarding Leads are Joanna Pedlow (Executive Headteacher), Amanda Bell (Executive Deputy Headteacher), Laura Rudd (Assistant Headteacher-TIS), Charlotte Yeoman (Assistant Headteacher-TJS), Kirsty Morgans (Inclusion Lead) and Liz Feeke (Alternate DSL-TJS)

Why have I been given this leaflet?

This leaflet explains the Safeguarding and Child Protection procedures in our schools. We take safeguarding very seriously, and have strict procedures in place to ensure the safety and well being of all of those in our school community. It is very important that you read this carefully and follow the guidance. **You must also read the safeguarding and child protection policy, which gives more detail. This can be found on the website or obtained from the school office.**

What is safeguarding?

Safeguarding covers all aspects of keeping the children and staff safe in our school. It includes Child Protection procedures, safer recruitment, conduct of all adults working in or visiting our school (both voluntary and employed including supply staff), pastoral care such as first aid, health and safety and areas such as use of phones, images and confidentiality. Safeguarding also includes the responsibility of all adults to protect children from being radicalised in line with the Prevent Duty.

What do I need to do?

You need to make sure you follow the following procedures:

- Do not access a mobile phone at any time when working with the children. Phones should be left in the office or the staffroom.
- Never take photographs of the children on a mobile phone or personal device.
- If you are a student and have to take any photos for a course, you must get the permission of the Headteacher and also the parents, via the Headteacher. If permission is given, you must never use names of the children when adding the photos to your work.
- If you use a social networking site, such as Facebook, you must **never** talk about the school, the staff or the children on it. This includes comments about your time here, stories about the children etc. This would be a huge breach of confidentiality and your placement/role in school would be stopped immediately.
- Remember our strict rules on confidentiality. You must **not** discuss the children, staff or school with anyone outside of the school. What happens in school is confidential, that means you do not talk about it to anyone. If you have a concern about something that is happening in the school, you must speak to the Headteacher or Deputy Headteacher in the first instance.
- If a parent asks you a question about their child as you have been in contact with that child in school, you must never share any information with them of any sort. This includes comments about their progress, behaviour, friendships or difficulties. Refer them back to the teacher or Headteacher if they want any information.
- Never take a child to the toilet or assist them if they have had an 'accident'. This is for school staff only.
- Never open the security door for others. Also, never let children out of the security door. Ensure a staff member does this as we need to sign them out.
- Do not pick up the children or be 'over familiar' with them.

What should I do if a child says something to me that causes concern or I hear or see something that causes concern?

We work very hard to make sure the children feel safe in our school. This means that they are trusting of the adults they come into contact with here. As a result of this, you may find that children tell you something about themselves that causes concern. They may tell you things such as:

- Someone hit me at home last night or someone hurts me.
- Someone touched me where they shouldn't.

You may notice an injury or see behaviour that may concern you and could indicate that they may not be safe or are at risk of harm.

If this happens, you **must** keep to the following procedure:

- Make a note of the comment made or what you have seen or heard and speak immediately to the class teacher or one of the Designated Safeguarding Leads (DSLs). This means they are responsible for all Child Protection procedures and have to make sure that all the procedures are followed correctly to keep the child safe.
- Fill in a Child Protection concern sheet with the class teacher or one of the DSLs. Stick to the facts and only write down what was actually said or observed.
- **Never** ask the child any questions about what they have said. This is not allowed. If they say something to you, you must listen and no more. Do not comment on what they have said.
- **Never** make any promises about what will happen next. Do not say that you will keep it a secret, even if they ask you to. You can explain that you need to tell a teacher or the Headteacher so they can help them.
- **Never** talk about what you have been told with **anyone** else, including other staff members. Child Protection is on what is called a 'need to know basis.' That means we only tell people that need to know, which is usually the class teacher and the Headteacher/Deputy/Assistant Head.
- **Never** tell a parent, even if you know them as a friend, if their child has said something in school, or if you have been told something. Never talk to anyone outside of school about things a child has said or done.
- You may be given some confidential information about a child, such as we are monitoring them for bruises/behaviour etc. This is very rare, but if it does happen never share any confidential information you may have been told about a child with anyone else.
- If you notice a mark/bruise etc on a child and you are concerned about it, **do not** question the child about it. Report it to the class teacher or Headteacher. Again, do not discuss this with others.
- On the back of your visitor's badge, you have details of who to go to if you have a concern.

What else do I need to know?

This guide should tell you the most important facts about what you need to do. In addition, you should ensure you are a role model for good behaviour. We do not tolerate swearing, inappropriate language, inappropriate dress or behaviours. We expect all staff and visitors to treat each other and the children with respect and to behave in a professional manner at all times.

We will terminate any placement or role if we have any concerns about unsafe conduct in line with our procedures.

Summary

- The designated safeguarding leads for Child Protection are the Head/Deputy/Assistant Headteachers and two further additional DSLs. All staff have had safeguarding training.
- All staff and visitors, including students and temporary staff, are bound by confidentiality.
- A range of policies relating to safeguarding and child protection are available from the office or on the website if you wish to look at them in more detail. If you are in school on a regular basis, you may find this useful.
- All Child Protection concerns must be dealt with as set out in this leaflet and the school policy. It is very important if a child says something of concern to you, or you hear or see something that causes you concern, that you do the following:
 - Listen or observe carefully, reassure them if necessary but do not interrupt.
 - Remain calm and do not get 'emotional'.
 - Do not ask questions, do not look shocked or distasteful and do not make negative comments.
 - Do not display disbelief; do not promise to keep a secret.
 - Make a note of the facts and the disclosure.
 - **Never** delay in passing the information on to one of the designated safeguarding leads. Do not leave the building without passing this on immediately.

The designated safeguarding lead will need to know:

- The name of the child
- Where you were when the child said something to you/you observed something
- If anyone else was with you.
- What they said - words and descriptions or what you saw or heard
- What you did and said
- If you were shown an injury, and if so what colour/size does it look like
- If it was a disclosure of a sexual nature

Please remember that such cases are quite rare and you may never have a child disclose something to you or notice anything of concern, but it is important you know what to do if they do.