Safeguarding Issues

Attendance: Your child's attendance is monitored daily and significant absences are always followed up by the attendance officer. The school has an attendance policy that you should read and understand.

Behaviour: At Bell Lane we have a clear behaviour charter for the whole school community that must be followed to keep everyone safe and happy. We understand that children do sometimes fall out and this will be dealt with by an adult who will listen to the children involved and help resolve the situation. We follow restorative practice.

Bullying: The school takes all cases of bullying very seriously and will work with children and families to try and resolve any problems. The school has an anti-bullying policy that you should read and understand.

Health and Safety: Everyone at Bell Lane has a responsibility to keep adults and children in a safe environment. The school has a clear health and safety policy which everyone must follow. The school have fully trained first aiders to deal with any accidents in school.

Online safety: The school recognises that technology plays an important part in the education of children and is committed to safeguarding children in the virtual world. To support parents, the school has e-safety information to help keep your children safe both in school and at home

Staff Conduct

If you are concerned about the conduct of a member of staff, following an observation or disclosure, the following actions must be taken:
Immediately inform the Headteacher.
In their absence, immediately inform the Deputy Headteacher.

First Aid

If a child requires first aid assistance when in school please contact one of staff in reception EXT 221 orMs Sharon Walton EXT 222

Fire/Emergency Procedures

Any person discovering a fire must:
Operate the nearest fire alarm.
(The fire service will be called immediately by dialling "999" using the nearest telephone, when appropriate)
On hearing the fire signal:
When in class the order to evacuate will be given by the teacher, who will indicate the route to be followed.
When not in class form a single file and move by the most direct route to the place of assembly.
At all times act quietly and calmly.
Do not stop to collect your personal belongings.

Evacuation Plan in event of an intruder

Any person discovering an intruder in school should immediately make the Head Teacher aware.
The Head Teacher to contact the Police immediately by dialing "999" using the nearest telephone.
Do not attempt to engage with the intruder
Once aware of an intruder alert -

In-class Instructions:
Close all blinds, close any doors, all children to sit down on the floor in centre of classroom
Teacher to remain calm and reassure all pupils

Around the School Instructions: Remain calm and reassure all pupils whilst escorting them to the nearest classroom once in the classroom follow the in-class procedures.

Playgrounds instructions: Calmly and quickly escort the pupils away from the school buildings. Do not attempt to come into the school. Assemble in the playground and raise the alarm with a member of the public where possible.

Evacuation Plan in event of an incendiary device

Any person discovering a bomb in school/receiving a call advising of an incendiary device on the school grounds should: **Alert through the tannoy system.**
Contact the Police immediately by dialing "999" using the nearest telephone.

- Do not attempt to move or tamper with the device in any way On hearing the tannoy announcement.
- When in class the order to evacuate will be given by your teacher, who will indicate the route to be followed.
- When not in class form single file and move by the most direct route to the place of assembly.
- At all times act quietly and calmly.
  Do not stop to collect your personal belongings.
- Do not attempt to pass others on your way to the place of assemblypoints

Safeguarding Guide for Parents, Visitor's and Volunteers

Safeguarding statement

The school is committed to providing an environment where children can play, learn, develop and achieve, and where they are safeguarded and are enabled to tell or communicate if they are being harmed in some way. We are committed to ensuring that all staff are sensitive to issues of race, culture, gender and diversity but these issues should never be a barrier to sharing and reporting concerns about children. We are committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors to share this commitment.

Keeping ourselves safe

- All visitors must sign in at Reception on arrival.
- Visitors will be issued with a badge that must be worn and visible at all times.
- Visitors are asked to read this leaflet in full on arrival on their first visit .
- Visitors should remain in Reception until under the supervision of a designated member of staff.
- Mobile phones are not to be used whilst on the school site.
- • Photographs are not to be taken unless by prior agreement.
- Be a good role model to our pupils by beingrespectful, fairand considerate of others. Remember children may interpret your words/actions differently.
- Report to staff any unacceptable behaviour.
- When working with a pupil(s) ensure you are visible to others.
- All visitors must sign out at Reception

Regular Volunteers

- Volunteers must **sign in**at Reception
- Volunteers must **sign out**at Reception

Our regular volunteers, staff and governors have a valid DBS check and wear an identity badge.

Keeping Children Safe

f you feel that a child may be at risk of harm but are not sure, then **inform one of the Safeguarding team immediately.** They will offer advice and take appropriate action.
Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background ability or disability.
A copy of the schools Safeguarding policy is located in the school office and staff room.

Types of harm

We all have a responsibility to keep children (under the age of 18) safe, both at home and in school. Harm is identified in four ways:
Physical - when a child is deliberately hurt or injured.
Sexual - when a child is influenced or forced to take part in a sexual activity. This can be a physical activity of no-physical, e.g. being made to look at an inappropriate image.
Emotional - when a child is made to feel frightened, worthless or unloved. It can be by shout- ing, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence.
Neglect - when a child is not being taken care of by their parents/ guardians. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school are being left home alone.

REMEMBER...if in doubt...ask

Please do not leave our school without telling someone or doing something.

Websites

https://www.nspcc.org.uk/preventing-abuse/safeguarding/
https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/underwear-rule/?utm_source=vanity&utm_medium=vanity&utm_campaign=2016+pants
https://www.thinkuknow.co.uk/
https://www.anti-bullyingalliance.org.uk/

What to do if a child makes a disclosure

If a child discloses, they might be subject to abuse:

React calmly

Listen carefullyto the child, particularly what is said spontaneously.
Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety.
Do not askleading questions or make judge- ments. Clarify and check your concern if you feel that you are not sure, by using, for example, **"tell (T), explain (E), describe (D)"** but as soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries.
Only trained investigators should question a child. Reassure the child that they are doing the right thing.
Record carefully, on a Yellow Form (found in the staff room/ school office) or log concerns straight onto Safeguard, what the child says in their own words including how and when the account was given. This must then be dated and signed and immediately passed to one of the Safeguarding Team.

Our Safeguarding Team

Designated Safeguarding Lead: Miss Harsha Patel
Deputy Headteacher
Deputy Safeguarding Lead:
Miss Harsha Patel: Head teacher
Mrs Bow Faulkner -Vara: Children Centre Manager
Ms Janice Doherty: Assistant Head teacher Inclusion
Mrs Victoria Atkins: Assistant Head teacher TLA and Curriculum
Ms Teresa Green: Learning Mentor
Phase Leaders
Miss Caroline Walsh, Tamsin Jones and Anisha Madhewoo
Zahida Khan: Nursery Nurse