

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 being respectful, fair and 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

If 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 shouting, 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 carefully to 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 ask leading questions or make judgements. 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