



# SAFEGUARDING & CHILD PROTECTION

## Information for visitors

If you have a safeguarding concern at our school is it your duty to share it!

**Keeping children safe is everyone's responsibility**



Mobile phones are only to be used in the staffroom and in designated offices.

### WHAT ARE YOUR RESPONSIBILITIES?

Safeguarding children in our school is the responsibility of the whole school community. Safeguarding incidents can happen anywhere and staff and visitors should be alert to possible concerns being raised in school.

All adults working at Elm Wood Primary School (including visiting staff, supply teachers, volunteers and students on placement) are required to report instances of actual or suspected child abuse or neglect to the Designated Safeguarding Lead (DSL) with responsibility for Child Protection or to a Deputy Designated Safeguarding Lead (DDSL).

Copies of the following documents can be found in the staffroom

Safeguarding and Child Protection Policy  
Schools Whistleblowing Policy  
DFE Guidance documents

### WHAT SHOULD YOU DO IF YOU ARE WORRIED ABOUT A CHILD?

If you are worried about the safety of any young person at our school, you must report it immediately to a DSL.

Please speak to the school office if you need to talk to a DSL.

### WHAT SHOULD YOU DO IF A CHILD MAKES A DISCLOSURE OR YOU HAVE A CONCERN?

- Listen to the child without displaying shock, disbelief or making judgements.
- Take what the child tells you seriously, as children rarely lie about such matters.
- Reassure the child, but only as far as is honest and reliable.
- Don't interrogate the child, ask leading questions, or criticise the alleged perpetrator.
- Never guarantee confidentiality - explain that you must pass the information on to another member of staff.
- Make some notes immediately, e.g. recording the date, time, place, facts, your observations and the child's verbatim speech. Do not interpret what is seen or heard; simply record the facts.
- Follow the school's Safeguarding and Child Protection Policy.
- Report your concern to a DSL.

#### Remember:

Complete confidentiality is essential. Only share your knowledge with appropriate professional colleagues. Ask for some support for yourself if you need it.



## WHAT SHOULD YOU DO IF YOU HAVE CONCERNS ABOUT A MEMBER OF STAFF AT THE SCHOOL?

Follow the school's Whistleblowing Policy and report such allegations to the Headteacher.

If the allegation is about the Headteacher please contact the Executive Headteacher or the Chair of Governors.

## HOW DO YOU ENSURE THAT YOUR BEHAVIOUR IS ALWAYS APPROPRIATE AND PROFESSIONAL?

- Ensure that the school's policies and procedures are adhered to at all times.
- Avoid physical contact and over familiarity with children, as this can be misinterpreted by others.
- Avoid being alone with a child in confined and secluded areas.
- Always ensure that doors are left open or that you can be visible to others.
- Never make arrangements to meet a child on their own outside school hours.
- Do not photograph pupils.
- Do not share personal details with pupils or parents.
- If you need advice speak to a member of the Senior Leadership Team.



## SAFEGUARDING CHILDREN AT ELM WOOD PRIMARY SCHOOL

No child should suffer from harm, at home or at school. Everyone who works at Elm Wood Primary School has a responsibility to ensure that all of our children are safe.

We take this responsibility very seriously and as such, will ensure that all agency staff, volunteers and students are given a child protection induction by a senior member of staff on their first day at Elm Wood Primary School.

In addition, this leaflet has been given to you to make sure you understand what is expected of you. Please ask a member of staff if you are not clear about anything and keep this leaflet in a safe place so that you can read it again if you need to.

If you are at Elm Wood Primary school for an extended period of time you will be given a copy of the Safeguarding and Child Protection Policy. You will be required to confirm that you have read and understood the policy.

### Remember:

All children have the right to be safe from harm and abuse.

If you are worried about the safety of any child at our school, or have any concerns regarding our safeguarding practices and procedures, you must report this to a DSL.

## DESIGNATED SAFEGUARDING LEADS



Jo Leith  
DSL  
Headteacher



Sarah Gee  
DDSL  
Deputy  
Headteacher



Felix Morgan  
DDSL  
Family Services  
Officer



May Chapman  
DDSL  
SENCO/Assistant  
Headteacher



Rebecca Jones  
DDSL  
Assistant  
Headteacher



Catherine  
Stevenson  
DDSL  
Class Teacher

### EXECUTIVE HEADTEACHER

Duncan Kamya

### CHAIR OF GOVERNORS

Ese Ihemadu

### LEAD GOVERNOR FOR SAFEGUARDING

Adam Hickman

If you need to contact any of the above named people, please contact the school office.

### Evacuation Procedures

Please follow the the Evacuation Procedures which are displayed in every room.

Please leave by the closet exit and ensure that internal and external doors are shut behind you.

Do not stop to collect personal belongings.

