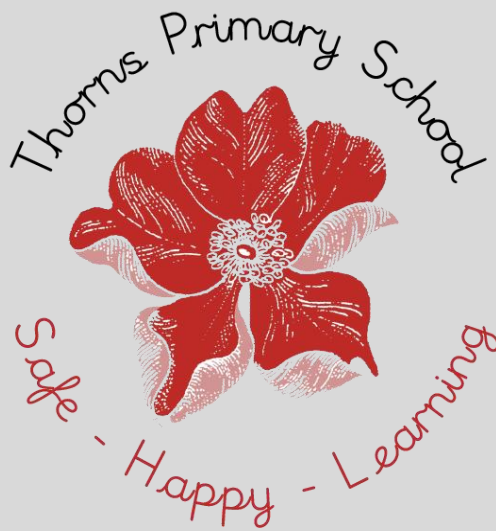


Thorns Primary School

SAFEGUARDING PROCEDURES



Thorns Primary School
Thorns Road
Quarry Bank
DY5 2JY
01384 226930



ALL VISITORS MUST SIGN IN AT RECEPTION.

IDENTITY BADGES MUST BE WORN AT ALL TIMES.

Worried About A Child?

Abuse (physical, sexual, emotional) or neglect can have a damaging effect on a child's health, educational attainment and emotional well-being. If, whilst working with a child, you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in a child's behaviour

Please report these our Designated Safeguarding Lead.

Disclosure of abuse by a child:

It is important to know what to do should a disclosure be made.

Please stay calm and controlled and follow this guidance:

- Listen to what is being said without displaying shock or disbelief
- Accept what is being said
- Allow the child to talk freely, listen to them
- Do not interrogate the child or ask leading questions
- Reassure the child that it is not their fault
- Reassure the child that it is right to tell
- Re-assure the child but do not make promises that might not be possible to keep
- Do not promise confidentiality. Explain to the child that you have to tell their teacher or Head Teacher in order that you can help them
- Make them aware that their disclosure will be reported only to those that need to know and can help
- Record details of the disclosure immediately, include the exact words or phrases used by the child. Sign the record and record the date and time
- Report your concerns and give your written record to the Head Teacher

It is important to remember that children's details and names must remain confidential. Any discussion you feel you need to undertake does not allow the child to be identified to anyone else.

Volunteers' and Visitors' responsibilities

All adults at Thorns Primary School have a duty to safeguard and promote the welfare of our children. All those who come into contact with children through their everyday work, whether paid or voluntary, are responsible for their own actions and behaviour.

Please ensure contact with pupils is appropriate.

Please follow our Code of Behaviour

- Do treat everyone with respect
- Do provide an example if you wish others to follow
- Do ensure that you are in sight or hearing of other people at all times when interacting with our children (do not be on your own with children)
- Ensure children and adults feel comfortable to point out attitudes and behaviours they do not like
- Do respect a child's right to personal privacy
- Do not play physical contact games, make inappropriate comments or speak inappropriately with children
- Ensure you do not make suggestive remarks, gestures or make sexist, racist or homophobic comments - do not accept abusive comments from others
- Mobile phones MUST NOT be used in school

DBS Certificates

All staff, including supply staff, regular visitors and in-class volunteers are subject to Disclosure and Barring Services (DBS) certificates. This is to help ensure that unsuitable people are prevented from working with children. Advice about DBS certificates is available from the school office.

Screening Document

Infrequent visitors will be asked to read this booklet to comply with our Child Protection Procedures, to follow the Code of Behaviour and to agree to disclose all criminal convictions, spent or not.

Visitor Badges

All visitors will be required to wear a visitor's badge. If the visitor has a DBS the lanyard will be black. If they have no DBS the lanyard will be red.

Safe Working within Thorns Primary School

- Provide a good example and be a positive role-model by being respectful, fair and considerate to all
- Treat all children equally
- Ensure that when working with individual children that you can be visible to others
- Do not photograph children or exchange contact details
- Do not receive or give gifts unless arranged through school
- Only touch children for professional reasons and when this is necessary for the child's wellbeing and safety

We are committed to safeguarding and meeting the needs of all of our children, our safeguarding leads are:

Designated Safeguarding Lead: **Mrs P Kawecka** Assistant Head Teacher: Inclusion and Welfare

Deputy Safeguarding Lead : **Mrs R. Jordan** Head Teacher

Deputy Safeguarding Lead : **Mrs K. Cartwright** Office Manager

Deputy Safeguarding Lead : **Miss A.Powell** Pastoral and Behaviour Support

Allegations against adults working with pupils

- Any allegations should be reported to the Head Teacher
- If the concerns are about the Head Teacher, please inform the Chair of Governors

Policies

Copies of our Child Protection Policy, Keeping Children Safe in Education and other related policies are available on our website. If you require a paper copy please contact the school office.

Everyone has a responsibility to make sure children within Thorns Primary School are safe. **PLEASE DO NOT** decide to do nothing! if you have a concern share it.