

## **Safe working Practice within Woodlands Primary School**

Provide a good example and be a positive role model by being respectful, fair and considerate to all.

Treat all children equally – never build a `special` relationship or favour a particular child above others.

Ensure that when working with individual children, the door is left open, or that you can be visible to others.

Do not photograph children (unless requested by the school staff), exchange emails, text messages or give out your own personal details.

Do not receive or give gifts unless arranged through school.

Only touch children for professional reasons or when this is necessary and appropriate for the child`s wellbeing or safety.

### **Allegations**

Any allegations should be reported immediately to the Safeguarding Lead, via CPOMS.

If the concerns are about the Headteacher, please inform the Chair of Governors.

At Woodlands Primary School, we are committed to safeguarding and promoting the welfare of children. We expect everyone to share this commitment.

### **Designated Safeguarding Lead:**

Mrs Kennedy

### **Designated Deputy Lead:**

Mrs Webb

Mrs Liversey (Nov 2017)

### **Safeguarding Governor:**

Mrs Wainwright

Everyone has a responsibility to make sure that children within Woodlands are safe.

**`EVERY CHILD MATTERS`**

Please do not:

- Decide to do nothing
- Leave the premises without telling anyone your concerns

Woodlands Primary School: 0151 338 2260

# **WOODLANDS PRIMARY SCHOOL**



## **CHILD PROTECTION/SAFEGUARDING**

### **Keeping our children safe and happy**

An information leaflet for staff, volunteers and visitors

## Responsibilities of Staff, Volunteers and Visitors

All those who come into contact with children, are responsible for their own actions and behaviour. You should avoid any contact which would lead any reasonable person to question your motivation and intention. At Woodlands Primary School, we all have a duty to safeguard and promote the welfare of all our children. Please follow our code of behaviour:

Treat others with respect and provide an example you wish others to follow.

Plan activities that involve more than one person or at least are in sight or hearing of others.

Respect a child's right to personal privacy.

Provide a caring atmosphere so children and adults feel comfortable enough to point out attitudes or behaviours they do not like.

Remember that someone else might misinterpret your actions, no matter how well intentioned.

Never permit abusive peer activities such as ridiculing, making suggestive remarks or gestures, or sexist, homophobic or racist 'jokes'.

Physical contact games are only be played in the context of planned lessons with a teacher present.

Be aware that your good name is not enough to protect you.

## DBS Checks

All staff, including supply staff, regular visitors and volunteers, are subject to Disclosure and Barring Service (DBS). This is to help ensure that unsuitable people are prevented from working with children.

### Visitor Log

All visitors will be asked to sign in electronically at Reception and confirm the nature of their visit. They will be expected to wait in the secure Reception area until being escorted to the appropriate part of the school. They will be provided with a visitor badge.

### What to do if you are worried about a child

Abuse (physical, sexual, emotional) or neglect can have a damaging effect on a child's health, educational attainment and emotional wellbeing.

Be aware that some changes in a child's behaviour may not necessarily indicate that a child is suffering from abuse or neglect. In some cases, those changes may be symptoms of hidden disability, undiagnosed medical conditions or changes in medication.

If whilst working with a child you have any concerns, please report these concerns to Safeguarding Lead/Deputy Headteacher via CPOMS (Child Protection Online Management System).

## Disclosures of Abuse by a Child

Whilst this can be an alarming, it is important to know what to do and for you to stay calm and controlled.

Listen to what is being said rather than ask questions. Allow the child to talk freely and accept what is being said.

Reassure the child, but do not promise confidentiality.

Do not interrogate the child or ask leading questions.

Reassure the child that it is not their fault, and stress that it was right to tell.

Make them aware that their disclosure will be reported only to those who need to know and who can help.

Record details of the disclosure immediately, including the exact words and phrases used by the child. Enter this information on the CPOMS system, notifying the Safeguarding Lead.

If you have been affected by the issues raised, it is important opportunity to talk about this with the Safeguarding Officer, governor or another colleague.

Disclosures are **confidential** and should not be discussed with anyone else apart from **relevant** school staff. These discussions should always be conducted in private.