

Safe working within Saint Mary's Catholic 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, that 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, phone numbers or give out your own personal details.

Do not receive or give gifts unless arranged through school.

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

Allegations

Any allegations should be reported immediately to the Headteacher.

If the concerns are about the Headteacher, please inform the Chair of Governors or Deputy Safeguarding Officer.

At Saint Mary's Primary School we are committed to safeguarding and promoting the welfare of children. We expect everyone to share this commitment.

Safeguarding Lead:

Miss A Butterfield

Deputy Safeguarding Lead:

Mr G Merrick

Safeguarding Governor:

Mrs V Bridge

Everyone has a responsibility to make sure that children within Saint Mary's are safe.

'EVERY CHILD MATTERS'

Please do not:

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

Saint Mary's Catholic Primary School

Phone: 01260 274690

Cheshire East Consultation Service (CHECS)

0300 123 5012

Saint Mary's Catholic Primary School



Safeguarding Information for Visitors and Volunteers

**Keeping our children safe
and happy**

Volunteers'/Visitors' Responsibilities

All those who come into contact with children through their everyday work whether paid or voluntary 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 Saint Mary's we all have a duty to safeguard and promote the welfare of all our children. Please follow our code of behaviour:

Do treat others with respect.

Do provide an example you wish others to follow.

Do plan activities so that they may involve more than one person or at least are in sight or hearing of others.

Do respect a child's right to personal privacy.

Do provide access for young people and adults to feel comfortable enough to point out attitudes or behaviour they do not like, and try to provide a caring atmosphere.

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

Do not permit abusive youth/peer activities e.g. bullying, ridiculing.

Do not play physical contact games, make inappropriate comments, or have inappropriate verbal banter with young people.

Do not jump to conclusions without checking facts.

Do not make suggestive remarks/gestures or tell sexist/homophobic/racist 'jokes'.

Do not rely on your good name to protect you. It may not be enough.

DBS Checks

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

Visitors

All visitors will be asked to sign in 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.

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, education attainment and emotional wellbeing.

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 a hidden disability, undiagnosed medical condition or changes in medication.

If whilst working with a child you have any concerns, please report these concerns to the Headteacher who is the Safeguarding Lead or Class Teacher as appropriate.

Disclosures of Abuse by a Child

Whilst this can be an alarming situation, it is important that you know what to do in such an eventuality and for you to be able to stay calm and controlled.

- Listen to what is being said without displaying shock or disbelief. Accept what is being said.
- Allow the child to talk freely; listen rather than ask direct questions.
- Reassure the child, but do not make promises that might not be possible to keep.
- Do not promise confidentiality but explain to the child that you have to tell their teacher or Headteacher in order for you to help them.
- Do not interrogate the child or ask leading questions.
- Reassure the child that it is not their fault.
- Stress that it was right to tell.
- Make them aware that their disclosure will be reported only to those who need to know and can help.
- Record details of the disclosure immediately, including wherever possible the exact words or phrases used by the child. Sign and date the record.
- Report your concerns and give your written record to the Safeguarding Lead to enable the matter to be dealt with in the most appropriate way.
- If you have been affected by the issues raised, it is important that you are given the opportunity to talk about this with the Safeguarding Lead, Governor or another colleague. The child's name/details must remain confidential and not be shared.