

SAFEGUARDING STATEMENT

Beer C of E Primary School is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment.

This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it, please speak to any of the contacts named within. Please keep the leaflet in a safe place so that you can read it again if you need to.

If you are concerned about the safety of any child in our school or about the conduct of a member of staff or volunteer in the school you must report this to the designated safeguarding lead - Ms Rebecca Porter or the deputy designated safeguarding leads - Mr Evans or Mrs Teasdale.

VISITOR PROCEDURES

All visitors **must** sign in at the main reception.

All visitors will be issued with an appropriate pass which must be displayed at all times whilst on site.

Visitors will be asked to remain under the supervision of a designated member of staff whilst on site.

Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, when possible, to avoid disappointment.

If you are seeking an urgent appointment, please report to the main reception and we will arrange for you to see a member of staff on duty.

All visitors **must** sign out at the main reception and return their visitor pass before leaving the site.

SAFEGUARDING STAFF

Designated safeguarding lead:

Miss Rebecca Porter - Executive Headteacher



Deputy designated safeguarding lead:

Mr Robert Evans - Head of School



Deputy designated safeguarding lead:

Mrs Gail Teasdale - Higher Level Teaching Assistant

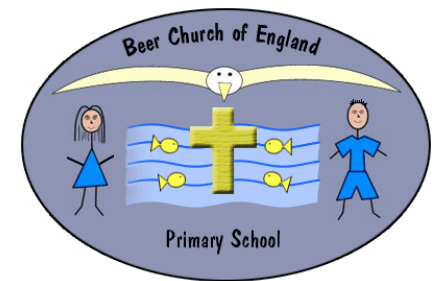


Safeguarding Governor:

Mrs Gill McMenemy

The Ark Federation

Beer C of E
Primary School



School Visitor
Safeguarding Guide



WHAT DO I DO IF I AM WORRIED ABOUT A CHILD?

If you become concerned about:

- i) Something a student says
- ii) Marks or bruising on a student
- iii) Changes in a child's behaviour or demeanour

You must inform the designated safeguarding lead.

If you feel that a child may be at risk of harm but are not sure then inform the designated safeguarding lead immediately who will offer advice and take appropriate action.

Child abuse happens to all children regardless of gender, culture, religion, social background and those with or without a disability.

A copy of the school's safeguarding policy is located in the staffroom.

Sometimes a child may disclose information to you. If this happens then the following actions must take place.

TYPES OF HARM

Everyone has a responsibility to keep children safe - this applies to both the home and school environment. Harm is identified in four ways:

Physical: this is when a child is deliberately hurt or injured.

Sexual: This is when a child is influenced or forced to take part in a sexual activity. This can be a physical activity or non-physical e.g. being made to look at an inappropriate image.

Emotional: This is 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 abuse.

Neglect: This is when a child is not being taken care of by their parents. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left home alone.

WHAT DO I DO IF A CHILD MAKES A DISCLOSURE?

- React calmly.
- Listen carefully to the child, particularly what is said spontaneously.
- Do not promise confidentiality. Explain to the child that you may need to pass on information if you are worried about their safety.
- You may clarify your concern using "tell, explain, describe or outline" but as soon as your concern is confirmed, ask no further questions as further enquiries may be compromised.

Only trained investigators should question a child.

- Reassure the child that they have done the right thing.
- Record carefully what the child says in their words and when the account was given. Date, time and sign the record. Pass this onto the designated member of staff for safeguarding immediately.

STAFF CONDUCT

If you are concerned about the conduct of a member of staff following an observation or disclosure, the following actions must take place:

- 1) Immediately inform the acting head teacher Ms Rebecca Porter
- 2) In their absence, immediately inform the Head of School, Mr Robert Evans, our Higher Level Teaching Assistant, Mrs Gail Teasdale or the governor responsible for safeguarding, Mrs Gill McMenemy (contactable through the school office).

KEEPING YOURSELF SAFE

- Be professional.
- Be careful how you interact with or speak to a child as the child may interpret it differently.
- Avoid being on your own with a child. Always ensure that a door is open and that you are visible to others.
- It is best not to do anything for a child that he or she cannot do for him or herself.
- Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident and include the time and date and pass it onto the head teacher.
- If you have concerns about the conduct of staff, it is your responsibility to inform the head teacher.

Remember ...

if in doubt, ask.

