

Safeguarding Team:

		
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The office will help you to locate a DSL/DDSL or give you an orange 'Cause for Concern' form to complete.

Every individual within the children's workforce has a responsibility to safeguard and promote the welfare of children and young people.

Doing nothing is not an option

Useful contacts:

MASH – Multi Agency Safeguarding Hub –

0300 126 7000

LADO – Local Authority Designated Officer –

LADOconsultations@nctrust.co.uk



Safeguarding



A short guide for volunteers and visitors

St James CE Primary School is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers, and visitors to share this commitment.

This booklet provides you with important information to keep you safe and vital information on our procedures that you are expected to adhere to while on our premises in order to keep the children in our school safe.

Please take a few minutes to read through this and familiarise yourself with its contents and *keep the booklet with you at all times so that you can refer to it as and when necessary.*

We are a Christian school that embraces all faiths; respects our similarities and differences and actively participates in the wider community. Through our work with God and each other we build bright futures, enabling all children and adults to reach their full potential in mind, body and spirit.

**'In everything, treat others the same way
you want them to treat you.'**

Matthew 7:12

What to do if you are worried about a child:

If you become concerned about something a child says, marks or bruising on a child or changes in a child's behaviour or demeanour, please report these concerns to the school's Designated Safeguarding Lead (DSL) or Deputy DSL (DDSL) – see overleaf for their details. Alternatively, write your concerns on one of our 'Cause for Concern' forms which you can find in the staff room or the school office and pass to the DSL or DDSL. ***We understand that sometimes people are unsure whether they should report something or not. Our advice would always be that if something makes you feel uncomfortable, then speak to our DSL / DDSL and record your observations.***

What to do if a child discloses they are being harmed:

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

- Listen carefully to the child, particularly what is said spontaneously
- Do not show shock or disbelief
- Do not promise confidentiality. Reassure the child but do not make promises that might not be possible to keep
- Reassure the child that you will tell the Headteacher who will be able to help them.
- Do not interrogate or ask leading questions
- Reassure the child that it is not their fault; stress that it was right to tell
- Record carefully what the child says in their words including how and when the account was given. Also record the date and time and sign the record. Pass this to the DSL / DDSL

What to do if you are concerned about the conduct of an adult during your visit

- Immediately inform the Headteacher / Principal [/ Head of School].
- In their absence, immediately inform [the Deputy Headteacher].
- If your concern is about the Headteacher, please contact the Trust central team at hr@pdet.org.uk

Pupil Behaviour

During your visit you might observe a pupil struggling to manage their behaviour. We would like to reassure you that staff have been trained to manage these situations keeping the child, themselves and others safe. You can help by moving away. Please be aware that a member of staff may ask you to leave the room until the situation has calmed.

Confidentiality

Visitors are expected to always maintain confidentiality. Information about pupils, families and staff must not be discussed or shared outside school or on social media.

Health and Safety

Fire: in the event of a fire alarm please use the nearest fire exit and make yourself known to a member of the office staff. **Please make yourself aware of the nearest fire exit to where you are based and the designated route to the fire evacuation point (school playground).**

Disabled visitors: if you are disabled and feel that you may require assistance during an evacuation of the building, please advise reception staff on signing in.

Accidents and illness: all accidents, regardless of severity need to be reported to a first aider. Staff will inform you of the first aider nearest to where you are based. All accidents will be logged in the accident book.

If you are feeling seriously ill at any time, please report to a first aider.

Defibrillator: we have a defibrillator located in the First Aid area. Our first aiders are trained in the use of this.

Toilets: should you require a comfort break during your visit, a member of staff will be happy to direct you to our adult facilities in the staff room.