



Stathern
Primary
School

'Nurture, Inspire, Discover, Create'

Safeguarding Procedures 2023

Everything you
need to know...



Mrs Karen Lambert - Headteacher
Designated Safeguarding Lead



Miss Helen Widdowson -Class Teacher
Deputy Designated Safeguarding Lead



Mrs Mary Swain – Admin/BAASC
Deputy Designated Safeguarding Lead

ALL STAFF AT STATHERN WEAR PHOTO IDENTIFICATION
ALL VISITORS WILL BE ISSUED WITH A VISITOR LANYARD AND MUST
WEAR THIS AROUND THE SCHOOL

Staff, volunteers and visitors' responsibilities

All adults who come into contact with children throughout their everyday work, whether paid or voluntary, are responsible for their own actions and behaviour.

You should avoid any contact with children which would lead to any reasonable person to question the motivation or intention.

At Stathern Primary School we have a duty to safeguard and promote the welfare of our children.

Please follow our code of expectations:

- Do treat everyone with respect
- Do provide an example you wish others to follow
- Do ensure that you are in sight or hearing of other people at all times
- Do provide a caring atmosphere, and allow adults and children to feel comfortable to point out attitudes and behaviours that they do not like
- Do respect a child's right to personal privacy
- Do not jump to conclusions without checking facts
- Do not permit abusive activities e.g. bullying/ridiculing
- Do not personally play physical contact games, make inappropriate comments or speak inappropriately with children
- Do not make suggestive remarks, gestures or make sexist, racist or homophobic comments

DBS (Disclosure and Barring Service) Certificates

All staff, including supply and regular visitor and volunteers, e.g. governors, are subject to DBS certificates. This is to help ensure that unsuitable people are prevented from working with children.

Should you change your address or name, you may be asked to seek a new DBS certificate, should you be asked, the school will pay for this.

All DBS numbers will be printed on staff ID badges.

Screening Document

Staff and visitors will be asked to read this booklet; infrequent visitors will sign to agree to comply with our Child Protection Procedures and to follow our Code of expectations.

Worried about a child?

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

- ✓ COMMENTS MADE BY THE CHILD
- ✓ MARKS OR BRUISING ON A CHILD
- ✓ CHANGES IN A CHILD'S BEHAVIOUR

Please fill in a 'Disclosure/Concern' form and hand it to the DSL or DDSLs who are pictured on the front of this booklet.

Disclosure by a child (including disclosure of abuse)

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

Please stay calm and follow this guidance:

- ❖ Forms can be completed after a conversation which has caused some concern.
- ❖ Forms ideally must be completed during the conversation, which you believe is related to forms of abuse stated above and which are clearly a disclosure rather than a concern. Stop and tell the child you are going to get a form so that you can write it together
- ❖ If it is not possible to get a form, Record details of the disclosure on the form immediately after, using exact words and phrases used.
- ❖ Listen to what is being said without displaying shock or disbelief.
- ❖ Accept what is being said.
- ❖ Allow the child to speak freely – listen to them.
- ❖ Do not interrogate them or ask leading questions.
- ❖ Reassure the child that it is not their fault.
- ❖ Reassure the child that it is right to tell.
- ❖ Reassure the child but do not make promises that might not be possible to keep.
- ❖ Don't promise to keep a secret. Explain to them that you have to tell someone in order that you can help.
- ❖ Make them aware that their disclosure will only be repeated to those who need to know and to those who can help them

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

Safe working at Stathern 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 you can be visible to others
- ✓ Do not photograph children or exchange contact details
- ✓ Do not receive or give gifts unless this arranged in school, and the Headteacher knows about it
- ✓ Only touch children for professional reasons and when this is necessary for the child's welfare, wellbeing and safety

We are committed to safeguarding and meeting the needs of all of the children in our school

Designated safeguarding Lead: Mrs. Karen Lambert

Deputy Designated Safeguarding Lead: Miss Helen Widdowson and Mrs Mary Swain

Headteacher: Mrs. Karen Lambert

Chair of Governors: Mrs. Clare Allen

Stathern Primary School Governor with responsibility for Safeguarding: Mrs. Sarah Cross

Allegations

Any allegations should be reported to the Headteacher.

If the concerns are about the Headteacher, then please inform the Chair of Governors, Mrs. Clare Allen (callen@stathern.leics.sch.uk)

Everyone has a responsibility to make sure that children within Stathern Primary School are safe.

Please: DO NOT DECIDE TO DO NOTHING OR LEAVE SCHOOL WITHOUT SHARING ANY CONCERNS WITH A DSL