

THE KEY ASPECTS TO SAFE WORKING WITHIN WARDEN HILL PRIMARY SCHOOL

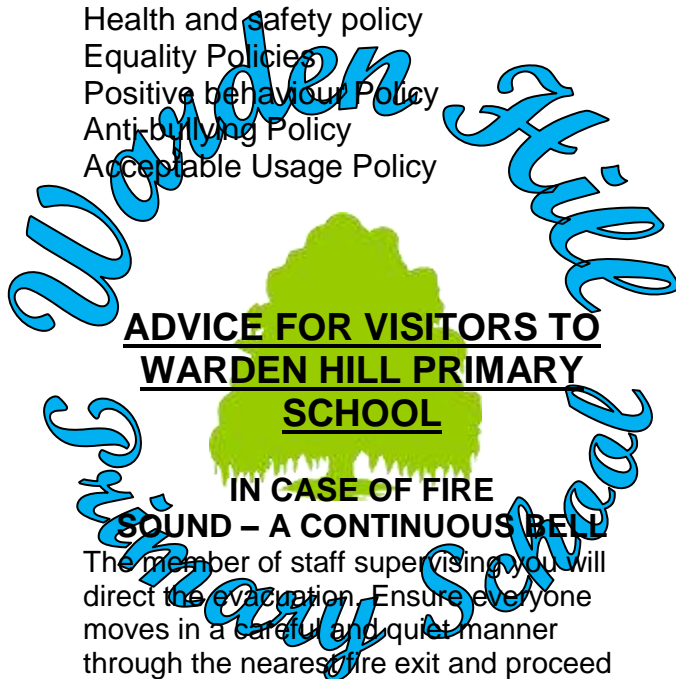
- Provide a good example and be a positive role-model by being respectful, fair and considerate to all.
- Treat all children equally – never build a ‘special relationship’ or favour a particular child above all others.
- Ensure that when working with individual children, that the door is left open, or that you can be visible to others.
- Do not photograph children (unless requested by the school staff) exchange emails, text messages, and 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 well being and safety.

HOW TO CONTACT KEY STAFF

Mr Hiatt’s office is next to the main reception. **Internal Extension 223**
Mrs Flook’s classroom is along the corridor from the main reception.
Mrs Courtman’s classroom is next to the KS1 Hall.
The governors can be contacted through the main school office.

POLICIES

There are a number of policies you should be aware of. These are available on the school website at: <http://wardenhill.gloucs.sch.uk/>
You should be aware of and follow the recommendations in:
Safeguarding Policy
Whistle-blowing Policy
Health and safety policy
Equality Policies
Positive behaviour Policy
Anti-bullying Policy
Acceptable Usage Policy



ADVICE FOR VISITORS TO WARDEN HILL PRIMARY SCHOOL

IN CASE OF FIRE SOUND – A CONTINUOUS BELL
The member of staff supervising you will direct the evacuation. Ensure everyone moves in a careful and quiet manner through the nearest fire exit and proceed to the nearest playground (there are instructions in every classroom). If you are away from a member of staff proceed through the nearest fire exit and go directly to the nearest playground to be registered. Do not re-enter the building until a school leader has instructed you that it is safe to do so.

ALLEGATIONS

- Any allegations should be reported to the Headteacher.
- If the concerns are about the Headteacher please inform the Chair of Governors.

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

Designated Safeguarding Lead:
Mr P Hiatt – Headteacher 07815506254

Deputy Leads:

Mrs G Flocks - Deputy Headteacher
Mrs P Courtman - Head of Infants

The School Governors with responsibility for safeguarding are:

Mr T Connole
Mrs J Allen
Mr I Dobie

The Chair of Governors is:

Mr T Connole

School Contact 01242523827

EVERYONE

has a responsibility to make sure that children within Warden Hill Primary School are safe.

SO YOU MUST

tell someone about any incident that concerns you and make sure someone does something about it!

A Guide to Safe working Practices for adults in Education can be found at:

<http://www.gsceb.org.uk/CHttpHandler.aspx?id=40127&p=0>

Volunteers / Visitors Responsibility

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 Warden Hill Primary we all have a duty to safeguard and promote the welfare of our children. Please follow this Code of Behaviour:

- **Do** treat everyone with respect
 - **Do** provide an example you wish others to follow.
 - **Do** remember that someone else might misinterpret your actions, no matter how well intentioned.
 - **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** act as an appropriate role model.
 - **Do** provide access for children and adults to feel comfortable enough to point out attitudes and behaviours they do not like, and try to provide a caring atmosphere.
 - **Do** not jump to conclusions without checking facts.
 - **Do** not permit abusive activities e.g. bullying, ridiculing.
 - **Do** not play physical contact games, make inappropriate comments or have inappropriate banter with the children.
 - **Do** not make suggestive remarks, gestures or tell sexist, racist or homophobic jokes.
 - **Do** not rely on your good name to protect you. It may not be enough.
 - **Do** not believe it could not happen to you.
- It could.**

DBS CERTIFICATES

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

SCREENING DOCUMENT

All visitors will be asked to sign our visitors register available at the Reception Desk. By signing the document you agree to comply with Child Protection Procedures within Warden Hill Primary School, follow the Code of Behaviour and agree to disclose all criminal convictions spent or not.

IDENTITY BADGES

All visitors within the school must either wear their visitors badge received from Reception or their agency / school's identity badge. Any adults without a badge will be challenged.

WORRIED ABOUT A CHILD

Abuse (physical, sexual, emotional) or neglect can have a damaging effect on a child's health, education attainment and emotional well-being. Some changes in a child's behaviour may not necessarily indicate that a child is suffering 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 become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in a child's behaviour

Please report these concerns to the class teacher or phase leader, who if they feel it is appropriate, will pass the information onto the school's **Designated Safeguarding Lead**.

Disclosure 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.
- Re-assure 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 that you can help them.
- Do not interrogate the child or ask leading questions.
- Re-assure 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 that 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 Designated Safeguarding Coordinator/ Headteacher to enable the matter to be dealt with in the most appropriate way.
- Be aware of your own feelings about abuse and find someone you can share your feelings with once the procedures have been completed. It is important to remember the children's details and names must remain confidential and any discussion that you feel you need to undertake does not allow the child to be identified to anyone else.

Local Authority helpdesk – 01452 426565