Protecting yourself.

Visitors to the school should ensure that anything they say or do with children is done openly and with the knowledge of staff in school.

Do remember that other people could misinterpret your actions no matter how well intended.

- Please ensure that you sign in and out in the appropriate visitor's book.
- Please collect a visitors badge from the school office.
- Only DBS approved people are allowed to work or help in this school.
- Always make sure that a member of staff knows where you are working.
- Do not engage in inappropriate behaviour or contact.
- Dress smartly and appropriately.
- Do not join in with children's contact games.
- Do not make suggestive remarks or use inappropriate language.
- Do not take children into a room on your own.
- Mobile phones should be kept in the staff room or in your car. Use only at break or lunchtimes when away from the children. **Strictly no taking photos or filming children.**
- Do not make direct contact with children you have met in school by phone, email letter or social networking sites.

This leaflet is intended as a summary of school procedures relating to safeguarding and child protection. A detailed copy of the school safeguarding policy is available in in the staffroom.

Sophie Dickson
Head Teacher DSL and SENCO

Chloe Regester

DSL

Ashwicken Church of England Primary School

Safeguarding Information for visitors

Designated Safeguarding Leads:

Sophie Dickson - Head Teacher and SENCO
Chloe Regester - Class teacher
Peter Britton- Safeguarding Governor
(Contact through School Office)

DEFINITION OF CHILD ABUSE

Child Abuse occurs when a child is neglected, harmed or not provided with proper care. They can be abused by those known to them or more rarely, by a stranger.

There are different types of Child Abuse.
Neglect:

The persistent failure to meet a child's physical, emotional and/or psychological needs, likely to cause significant harm, eg inadequate food, shelter, clothing and supervision.

Emotional:

The persistent emotional ill treatment of a child, e.g. conveying to a child that he is worthless, unloved or inadequate. Exposing a child to domestic violence, parental substance misuse or adult mental health problems.

Physical:

The deliberate physical injury to a child, or the wilful or neglectful failure to prevent physical injury or suffering eg hitting, shaking, confinement to a room or inappropriately giving drugs to control behaviour.

Sexual:

Involves forcing or enticing a child to take part in sexual activities eg physical contact or non contact activities such as looking at inappropriate material or watching sexual activities or encouraging children to behave in sexual inappropriate ways.

CHILD PROTECTION PROCEDURES

As a visitor in our school, either as a volunteer, contractor or someone who is working with our children it is important that you are aware of our safeguarding children procedures.

Our children's wellbeing is our highest priority. It is important that all adults in school know what to do if they have any concerns about a child and avoid any situation that may put a child and themselves at risk.

There may be times when you have cause for concern. This could be marks or bruises, something a child says or the condition that they are in at school. E.g. hungry or lacking personal hygiene.

You may be approached by a child who wants to talk to you about something that has or is happening to them.

Children tend to choose someone they trust or know well.

In every case you should discuss concerns with one of the Designated Safeguard Leads.

DISCLOSURE FROM A CHILD

If you are approached by a child wanting to talk, you should listen positively and reassure the child. Find a quiet place to listen and make sure you tell another adult what you are doing.

- **Stay calm and controlled**
- **Be prepared to listen**
- **Do not make judgements**
- **Do not show revulsion or distress**
- **Do not make any promises**
- **Do not promise confidentiality make sure they know you have to report concerns to people who can help**
- **Make sure that names and details are not revealed to anyone outside school.**
- **Do not question the child**
- **Reassure the child they have done the right thing to tell**

Dealing with issues of child abuse can be distressing but it is important to remember that children's names and details must remain **confidential**.

ALLEGATIONS

Any allegations regarding a staff member should be reported to the Head Teacher.

If the concerns are about the Head Teacher please inform the Chair of Governors, Murree Groom who can be contacted via the office.

RECORDING INFORMATION

Any concerns should be reported to the class teacher or senior designated professional as soon as possible and recorded on a Concern Form. These forms can be found in the staffroom or ask at the main office.