

## Child Protection Advice

As a school we are committed to safeguarding and meeting the needs of children and we hope this leaflet will provide some useful advice and information when working with children at **Edwalton**.

### What are my responsibilities?

All those who come into contact with children through their every day work whether paid or voluntary have a duty to safeguard and promote the welfare of children.

**Edwalton** School has a Safeguarding Policy and a copy is available **on the safeguarding wall in the staff room**.

### What should I do if I am worried about a child?

If whilst working with a child you become concerned about:

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

Please report these concerns to the class teacher or year group teacher, who if they feel it is appropriate will pass the information on to the school's Senior Designated Person for Safeguarding.

### What should I do if a child discloses that s/he is being harmed?

Although the likelihood of this is small it is important to know what to do in such an eventuality as children rarely lie about such matters

- Listen to what is being said without displaying shock or disbelief; accept what is being said
- Allow the child to talk freely
- Reassure 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 may have to tell their teacher or Headteacher in order that they can provide appropriate help

- **Do not interrogate** the child or **ask leading questions**
- Reassure the pupil that it is not their fault Stress that it was the right thing to tell
- Do not ask the child to write a statement
- Do not criticise the alleged perpetrator

Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child. Forms for the recording of information of this nature are available on the **staff room safeguarding wall** and should be completed and returned to the Senior Designated Person for Safeguarding to enable the matter to be dealt with in the most appropriate way. **Please ensure you have signed and dated the record.**

### What should I do if the alleged abuser is a member of the school staff?

You should report such allegations to the Headteacher.

### What should I do if the alleged abuser is the Headteacher?

You should report such allegations to the Chair of Governors.

### How do I ensure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect. As a volunteer or regular visitor you may well be working closely with children sometimes on a one to one basis.

Children, especially when they are young, are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject this. You should, however, be careful about physical contact with pupils.

If you are working with a pupil on his/her own always ensure that the door is left open or that you can be visible to others.

Do not photograph pupils, unless requested to by the class teacher, exchange e-mails or text messages, or give out your own personal details. Any unprofessional contact with pupils (e.g. through a social networking site) may leave you vulnerable to an allegation of abuse being made against you.

**Please help us to safeguard the children in our care by following these guidelines.**

No child should suffer harm, either at home or at school. Everyone who works in our school has a responsibility to make sure that all our young people are safe.

This leaflet has been given to you to make sure you understand what is expected of you. Please ask the school's Senior Designated Person (SDP) if you are unclear about anything in it, and keep the leaflet in a safe place, so that you can read it again if you need to.

We have a statutory duty to safeguard pupils against extremism and radicalisation. If you have concerns regarding a child in this regard, report your concerns to the DSP. Information about ways to identify risks of extremist ideologies or radicalisation can be found on the safeguarding wall in the staffroom (The Prevent Agenda).

If you are worried about the safety of any young person in our school, you must report this to the SDP.

**What is the Prevent Agenda?**

Prevent is a government strategy designed to stop people becoming terrorists or supporting terrorist or extremist causes.

The Prevent strategy covers all types of terrorism and extremism, including the extreme right wing, religious extremists and other causes.

**How does the Prevent strategy apply to schools?**

From July 2015 all schools (as well as other organisations) have a duty to safeguard children from radicalisation and extremism.

This means we have a responsibility to protect children from extremist and violent views in the same way we protect them from drugs or gang violence. Importantly, we can provide a safe place for pupils to discuss these issues so they better understand how to protect themselves.

**What does this mean in practice?**

Many of the things we already do in school to help children become positive, happy members of society also contribute to the Prevent strategy. These include:

- Exploring other cultures and religions and promoting diversity
- Challenging prejudices and racist comments
- Developing critical thinking skills and a strong, positive self-identity
- Promoting the spiritual, moral, social and cultural development of pupils, as well as British values such as democracy

We will also protect children from the risk of radicalisation, for example by using filters on the internet to make sure they can't access extremist and terrorist material, or by vetting visitors who come into school to work with pupils.

Different schools will carry out the Prevent duty in different ways, depending on the age of the children and the needs of the community.

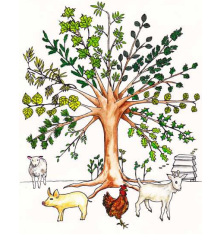
**Visitor acceptable use of ICT policy**

I confirm that I will not use my personal equipment (mobile, laptop, tablet or iPad) to take photographs in the school or share what I have seen on social media without permission.

I have read and understood the above and then if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, barring from the School, referral to Governors and / or the Academy Trust and in the event of illegal activities the involvement of the police.

Please sign and return this to the office at the start of your visit.

Name of visitor	
Reason for visit	
Length of stay	
Signature	
Date	



**Edwalton Primary School**  
**SAFEGUARDING ADVICE**  
**FOR VOLUNTEERS, SUPPLY**  
**& REGULAR VISITORS**

**Contacts**

- Headteacher**  
**Anthony Thomas, Senior Designated Person For Safeguarding (SDP)**  
**Trish Gilbert, Deputy SDP**  
**Annabel Holmes, SENCO**  
**Jennie Le Mare, Governor with Safeguarding Responsibility**  
**Sara Dawson, Chair of Governors**

**I understand my responsibility to follow safeguarding procedures in Edwalton Primary School**

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Date DD/MM/YYYY)

