# Safeguarding Children

## Information for Staff, Governors, Volunteers and Visitors

**The Meads Primary School**
**Sawtry Close**
**Luton LU3 2UE**
**01582 490905**

### Child Protection Advice

Thank you for becoming a volunteer, a regular visitor or coming to visit our school. As a school, we are committed to safeguarding and meeting the needs of young people. We hope this leaflet will provide some useful advice and information when working with children at The Meads Primary School.

### What are my responsibilities as a member of staff/ Volunteer/ Visitor?

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

This means:

- Protecting children from mistreatment.
- Preventing impairment of children's health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of effective and safe care.
- Understanding the role so as to enable those children to have optimum life chances and to enter adulthood successfully.

As The Meads Primary School, we believe that, as a community, we must all work together to protect our children. Therefore, we must take the following measures:

### DBS Check

The Meads Primary's recruitment and selection procedures specify that all staff, volunteers and regular visitors to the school, who work with children, will require an enhanced DBS disclosure. This is to help ensure that unsuitable people are prevented from working with young people. DBS applications are administered via the school office. Miss Ansell can advise you which documentation is necessary for you to present for the application to be completed. You must inform the headteacher immediately if you become subject to any criminal investigation, caution, or conviction. This helps to protect you as well as the young people in your care.

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

If, whilst working with a child you become concerned about:

- Comments they have made
- Marks or bruises you can see
- Changes in their demeanour or behaviour.

Please report your concerns to the safeguarding team **immediately.**

**What should I do if a child discloses that he / she is being harmed?**

Although the likelihood of this is small. It is important to know what to do in such an eventuality as young people 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 any promises
- Do not promise confidentiality but explain to the child that you must pass it on.
- Reassure the child that it is not their fault
- Stress that it was the right thing to tell
- Do not criticise the alleged perpetrator

**Who to contact**

**Immediately** contact a member of the safeguarding team

**Internal**

**Designated Safeguarding Lead (DSL)**

Mr Jenkins (Head Teacher)

**Deputy Designated Safeguarding Leads**

Miss S Downey (Family Worker Lead)
Miss S Fletcher (Family Worker)

Please be prepared to record details of the disclosure, including wherever possible, the exact words or phrases used by the child.

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

You should report such allegations immediately to the headteacher.

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

Appropriate relationships with young people should be based on mutual respect and trust. Young children 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, never actively seek to touch pupils. If you are working with a child on your own, you must ensure that the door is open, and you are visible to others.

Do not exchange emails, text messages, phone numbers, give out personal details or photograph children.

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

**Who do I contact outside of school hours?**

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| Rapid Intervention & Assessment Team (RIATS) | 01582 547653 |
| Emergency Duty Team (out of hours) | 0300 300 8123 |
| LADO (Paul James) | 01582 548069 |

**Fire and lock down procedures**

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| | If you hear the fire alarm sounding please make your way out of the building by the nearest exit or by following the green fire exit signs, to the fire assembly point (rear of KS2 playground)<br>• Do not run<br>• Do not stop to collect belongings<br>• Please report to a member of staff on the playground to be registered as having left the building and follow fire marshal instructions. |
| | The lockdown siren is a continuous series of intermittent bells. Proceed immediately to the nearest room and follow staff instructions. |

This leaflet has been given to you to make you know what is expected of you. Please ask the person who gave it to you if you are unclear about information within it and keep the leaflet in a safe place so that you can read it again if necessary.

**To ensure the safety of our children in school and to protect us as adults please ensure the following: -**

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| | Visitor badges should be worn at all times |
| | Please ensure that any security doors are securely locked after entering and leaving the building. |
| | In line with our E-Safety policy visitors are requested not to take photographs without prior permission |
| | Mobile phones should only be used in the staff room at break times and lunchtime and should be turned off and kept out of sight at all other times. |
| | You are welcome to use the staff toilets- please ask a member of staff where you can find them. |
| | Unless you are visiting a child in a professional capacity you should never be left alone with a child.<br><br>You should never be unaccompanied in school. A member of staff will accompany you at **all** times. |
| | Please refrain from adding comments on any social media sites regarding your visit unless you have written permission to do so. |

**We are a Values Based school and ask that you uphold our high expectations of values whilst you are a visitor at our school.**

We hope you enjoyed your visit to the school. If you'd be interested in working at The Meads, please be sure to look on our website or MyNewTerm for any current vacancies.

mynewterm Teaching & Education Jobs