

### Do not promise confidentiality.

- Let the child know at once that it was not his/her fault and keep restating this.
- Reassure the child that they were right to tell, even though the abuse may have happened a long time ago.
- Reassure the child that you still care for them and that what they have said does not make you care for them less.
- As soon as possible write a first-hand account of what was said and done on the schools concern forms available by the school photocopier or from Assistant SENCOs office.
- Make them aware that their disclosure will be reported only to those who need to know and can help.
- Do not question a child; try to limit your involvement to listening.
- Be aware of your own feelings about abuse and find someone you can share those feelings with once the procedures have been completed.

### A child may only be interviewed once.

It is also important to remember that it is not your responsibility to investigate suspected cases of abuse, only to report them to a DSL.

If you have concerns about a child's welfare

It may be that you might have concerns about a child's well-being but they have not actually said anything to you. If such a situation arises, you should speak to a Designated Safeguarding Lead.

Abuse or neglect can have a damaging effect on a child's health, educational attainment and emotional well-being. If you have worked with a group of children over many weeks

you may see changes in their behaviour. Such changes may not necessarily indicate that a child is suffering abuse or neglect. In some cases those changes may be the symptoms of a hidden disability or undiagnosed medical condition and the need to distinguish those cases reinforces the need for a careful and thorough assessment of the child and his/her needs when concerns are passed on.

It is important you do not feel afraid about passing on their concerns. The information may be a small piece in a bigger jigsaw and may help to obtain a better understanding of a child's predicament. Any concerns, however seemingly trivial, should be passed on to a DSL.

It may be that you have a concern which feels very vague and would simply like to discuss your concerns with a DSL. Please feel free to do so.

### **ALWAYS PASS IT ON**

Dealing with issues of child abuse can be distressing for the adult to whom the abuse is disclosed or who has concerns. It is terribly important that you talk about your feelings after the event. However, it is also very important to remember that 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.

Each year William MacGregor completes the Staffordshire Safeguarding Audit. The Governing Body of William MacGregor receives an annual safeguarding report and monitors the actions of William MacGregor Primary School.

If you have any queries regarding the information contained in this leaflet or require further clarification of any points, please do not hesitate to contact Suzie Norton.

## **William MacGregor Primary School**



### **SAFEGUARDING CHILDREN PROCEDURES**

An information leaflet for staff, volunteers and visitors to William MacGregor Primary School

**The information enclosed outlines how we as a school and a community intend to keep our children safe. The policies and guidelines are not intended to alienate parents or visitors but ensure the children are safe at all times.**

Designated Safeguarding Lead is: Suzie Norton  
Deputy Safeguarding Leads are: Natalie Jones, Pauline Constantine and Fiona Allen.  
Designated Safeguarding Governor is: Julia Lomas

William MacGregor Primary School has a Safeguarding Policy supported by clear procedures. This is available on our website. Hard copies are available on request from the school office.



## SAFEGUARDING CHILDREN PROCEDURES

As a visitor to William MacGregor, either as a volunteer, supply teacher or someone who has come to work with our children in any other capacity, it is important that you are aware of our Safeguarding procedures.

**Entry and Exit from the school:** All visitors must use the Glascote Road entrance during the school day. All visitors must report to the main reception upon entering the school premises. You will be asked for your identification (Company i.d. or personal) Please sign in on arrival and collect your visitor's badge. Please wear the badge at all times to avoid being challenged by staff or children. On departure please sign out and return your badge.

**Fire and emergency evacuation:** If the fire alarm sounds, please leave the building immediately by the nearest exit and assemble on the playground. Our staff will direct you.

**First Aid:** Please ask at Reception if you need assistance.

**Accidents and Incidents:** Please report these to Reception.

**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.

**Safe working within our 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.

**Safer recruitment:** When recruiting new staff at least one member of the interview panel must hold the NCSL Safer Recruitment certificate.

**Allegations:** Any allegations should be reported to Suzie Norton.

If the concerns are about the Head teacher, please inform the Chair of Governors – Julia Lomas.

**Single Central Record:** The Single Central Record holds information on all staff, volunteers and contractors working in the school. Louise Ducie is responsible for the upkeep of the SCR and Suzie Norton monitors it regularly in line with OFSTED requirements.

### **Physical Contact and Restraint:**

Members of staff may have to make physical interventions with children. Members of staff should only do this where it is necessary to protect the child, or another person from danger and when the member of staff has received appropriate training.

**Mobile devices (phones, ipads and other mobile devices):** These should not be used when children are present. This applies to all adults in school (staff, parents and visitors). For this reason you will be asked to turn your device off when you come into school

and not to use it at any point. Traditional cameras and video cameras will need to be used for any performances. Mobile devices owned by the school will still be used as these remain on the school premises and are used for educational purposes.

**Safeguarding children:** If there is any reason to suspect that a child has suffered bullying or discrimination, or is likely to suffer significant harm, you must inform the Designated Safeguarding Lead (DSL) immediately. Our staff will then follow the procedures according to the school Safeguarding Policy.

There may however be occasions when you have cause for concern either about marks or bruises on a child, about something they say or the condition that they are in at school, e.g. dirty, smelly or hungry.

It may be that you are approached by a child who wants to talk to you about something that has or is happening to them. They will tend to choose someone whom they trust or know well and this will not always be their own class teacher. It may be someone with whom they have formed a good relationship.

Whilst this can be an alarming situation to find yourself in, it is important not to let the moment pass – for every child who does finally disclose information, evidence shows that they have usually tried up to 12 times before.

Helping the child when abuse is disclosed:

- Be prepared to listen and comfort.
- Do not show revulsion or distress, however distasteful the events are. Stay calm and controlled.
- Do not make false promises, i.e. that you will keep the abuse a secret or that the police will not be involved.