

## What should I do if I am concerned about the conduct of an adult?

In some circumstances you may have concerns about the conduct of another adult. It is important that you observe the points in this leaflet and inform the DSL, or a deputy immediately. They will refer to the children's Social Care Services and the Local Authority Designated Officer will coordinate future actions. If the concern is about the Headteacher, you may contact the Chair of Governors (Mr Stewart Miller) directly. You may also 'whistleblow' (Whistleblowing policy is displayed in the staffroom) and refer to Children's Social Care Services or the police direct- see below for numbers.

Remember our school has a child protection policy to deal with such occasions and it is not helpful to either the child or adult if you delay or ignore the situation, however difficult it might be.

## SAFEGUARDING IS EVERYONE'S BUSINESS

### USEFUL CONTACTS:

**CHILDREN'S SOCIAL CARE SERVICES**  
03001261000 (Out of hours 01604 626938)

**POLICE:** 101

**NSPCC:** 0808 800 5000

**CHILDLINE:** 0800 1111

No child should suffer harm of any form, either at home or at school. Everyone who works or visits 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 as a visitor to The Avenue Infant School. Please ask the person who gave it to you 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.

If you are worried about the safety of any young person in our school, you must report this to the Designated Safeguarding Lead who will act in the best interests of the young person.

The MASH contact number for safeguarding referrals and advice is 0300 126 1000 or NSPCC 0808 800 5000

### CONTACTS

#### Headteacher and Designated Safeguarding Lead:

Mrs Helen Morrall

01933 276366



Deputy Safeguarding leads:

Mrs Nina Fowle



Mrs Louise Lucas



Mr Jamie Pell



#### **Safeguarding Governor:**

Mrs Emma Russell (Contact details available through the school office)



## **SAFEGUARDING CHILDREN GOOD PRACTICE GUIDELINES FOR VOLUNTEERS AND VISITORS TO THE AVENUE INFANT SCHOOL**



**On arrival to the school you will be asked for visitor ID. Please do not be offended by this. It forms part of our vetting procedures.**

In order to help our staff identify individuals who are able to work with children unsupervised, we have a colour coded badge system. **All adults in school will be expected to where the appropriate badge at all times:**

**Staff –red** identification badges on staff lanyards.

**Visitors—blue** visitor badges on visitor lanyards. (Visitors may not have had the appropriate checks carried out and therefore need to be accompanied by a member of staff at all times).

**Governors— purple** governor badges on governor lanyards.

**Contractors— green** badges on contractor lanyard (No DBS check therefore supervised as a visitor when pupils are in school.)

**All adults have a duty of care towards the welfare of children and are responsible for:**

- Health and safety
- First Aid
- General well-being
- Child Protection

This leaflet is designed to help everyone involved to understand the importance of working safely with children.

**The Designated Safeguarding Lead (DSL) for the school is:**

**Helen Morrall - Headteacher / DSL**

**Deputy DSLs are:**

**Nina Fowle - Family Support Worker**

**Louise Lucas— SENCO**

**Jamie Pell— Deputy Head**

Contact details: 01933 276366

The Avenue Infant School has a Safeguarding Policy and a copy is available from the School Office.

### What is child abuse?

**Child abuse is...’a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm...Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, others (e.g. via the internet). Abuse can take place wholly online, or technology may be used to facilitate offline abuse.’**

*(Keeping Children Safe in Education, 2019)*

### **Types of abuse**

#### **Physical**

This is where a child’s body is deliberately hurt or injured by an adult, another child or other children.

#### **Sexual**

This involves a child or images or a child/children being used to satisfy sexual desires.

#### **Emotional**

This is where children suffer persistent emotional maltreatment. It may involve conveying to a child that they are worthless, unloved and inadequate or they are only valued by meeting the needs of another person.

#### **Neglect**

This is a persistent failure to meet the child’s physical, emotional and / or psychological needs.

### **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 Designated Safeguarding Lead, or a deputy DSL. Their names and pictures can be found on this leaflet and on the safeguarding posters displayed around school.

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

- Take what the child says seriously
- Listen but do not investigate (TED: Tell me, Explain to me, Describe to me)
- Report what was said factually on a pink Cause for Concern form (available around the school)- include the child’s name, date, time and make sure you sign it. Make sure you speak to the school DSL or one of the Deputy DSLs. Do not leave the form with anyone other than the named Designated Safeguarding Lead or one of the deputies. *(Remember that sharing information in this way is required for the purpose of safeguarding children)*
- If you cannot contact the school, call Children’s Social Care Services directly on 0300 126 1000
- Observe confidentiality with colleagues, family and friends

### **How do I assure that my behaviour is always appropriate?**

Staff and volunteers can help to keep children safe by acting in a professional manner:

- Always follow the school’s signing in procedures as appropriate
- Do not use your mobile phone in the classroom / playground areas (if you need to make a call please go to the office)
- Avoid being alone in any situation with a child as you may both be vulnerable
- Be polite and friendly but not forging relationships with children nor making favourites
- Avoid physical contact unless necessary when a child is injured and there is an emergency