

Contacts

Co-Headteachers

Mr Ben Murray and Miss Lucy Dabb

Designated officers for Child Protection and Safeguarding

Mr Ben Murray and Miss Lucy Dabb

Deputy Officer

Miss Sarah Vout

Safeguarding Governor

Mrs Susan Beveridge

Legsby Primary School is committed to Safeguarding and promoting the welfare of young people and requires staff and volunteers to share this commitment.

This leaflet has been given to you to make sure you understand what is expected of you. Please ask any of the contacts named in the leaflet if you are unclear about anything in it, and keep this 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 officers for safeguarding and child protection: Mr Ben Murray, Miss Lucy Dabb and Miss Sarah Vout.

Legsby Primary School

**Safeguarding leaflet for
staff, Governors and
volunteers.**



Our aim is to provide a safe and secure environment for our students, staff, volunteers and visitors. As a School we are committed to Safeguarding and meeting the needs of young people and we hope this leaflet will provide some useful advice and information when working with young people at Legsby Primary School.

Security of Students, Staff, Volunteers and Visitors

All visitors should report to the Office on arrival and will be instructed on the electronic visitors' signing in system, showing proof of identity / Disclosure and Barring Service Enhanced Certificate (DBS Certificate), if appropriate. All visitors will be issued with a Visitor lanyard or sticker which must be visible at all times.

What are my responsibilities?

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

Enhanced Disclosures

All staff and regular volunteers will require a Disclosure and Barring Service Enhanced Certificate. This is to help ensure that unsuitable people are prevented from working with young people. If you do not have a Disclosure and Barring Service Enhanced Certificate, you are not allowed to work unsupervised with young people.

Legsby Primary School has a Safeguarding Children Policy (which you can find and download from the School's Website.)

What should I do if I am worried about a student?

If you become concerned about:

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

Please report these concerns to either Mrs Susan Beveridge or Mr Ben Murray

What should I do if a student discloses she/he 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 student to talk freely
- Reassure the student, but do not make promises that might not be possible to keep
- Do not promise confidentiality but explain to the student that you have to tell the designated officer
- Do not interrogate the student or ask leading questions
- Reassure the student that it is not their fault
- Stress that it was the right thing to tell
- Listen rather than asking questions
- Do not criticise the alleged perpetrator

Immediately record details of the disclosure, including whenever possible the exact word and phrases used by the student, and give this information to the

designated officer to enable the matter be dealt with in the most appropriate way.

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

You should report such allegations to one of the Co-Head teachers.

What should I do if the alleged abuser is one of the Co-Head Teachers?

You should notify such allegations to the other Designated Officer or deputy for safeguarding who will notify the Chair of Governors.

How do I assure that my behaviour is always appropriate?

Maintain a professional approach towards students whenever and wherever you are in contact with them. Always be careful about touching students.

Facebook and similar social networking sites:

As a professional who works with young people, you need to take extra care to ensure that you don't inadvertently make your personal information available to young people or parents of young people you work with. This could leave you open for false allegations, misinterpretation or the possibility of cyberbullying.

Avoid as far as possible being alone and isolated with a student. If you are working with a student on his/her own always ensure that the door is left open or that you are visible to others. It is unwise of staff or volunteers to give lone students lifts in their cars.