

Safeguarding

Grade Ruan School is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment.

This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it please speak to any of the contacts named on the back. Please keep this leaflet in a safe place so you can read it again if you need to.

If you are concerned about the safety of any child in our school, you must report this to Mrs Talbot, the Designated Safeguarding lead or the Headteacher / Deputy Designated Safeguarding Lead.

Visiting Procedures

- All visitors MUST sign in at the main reception.
- All visitors will be issued with an appropriate pass (on a lanyard) which must be worn at all times whilst on site.
- Visitors MUST NOT use a smart phone or camera while on site—mobile phones and devices MUST be kept in the office or in the staff room at all times.
- Visitors must sign out at the Main Reception and return their visitor pass before leaving the site.

Health & Safety

Should you see any dangerous or defective equipment or unsafe practice, please report it to the member of staff supervising your visit. Please adhere to any Health and Safety advice given to you whilst on site.

FIRE

If you hear the fire alarm (a continuous ring) please make your way out of the building immediately following the green FIRE EXIT signs, to muster on the main playground. DO NOT return to collect any belongings until you are informed by a senior member of staff that it is safe to do so.

Safeguarding Staff



Headteacher / Deputy Designated Safeguarding Lead
Mrs Louise Jones



Designated Safeguarding Lead
Mrs Jane Talbot



Safeguarding Governor
Mrs Nicki Johnson

We welcome you to

Grade Ruan C of E School



School Visitor Safeguarding Guide

We hope you will enjoy your time at our school. Our main priority is to ensure that everyone who visits is aware of their responsibilities towards making sure all young people are safe.

What do I do if I'm worried about a child?

If you become concerned about:

- Something a child says
- Marks or bruising on a student
- Changes in a child's behaviour or demeanour

You must inform the Designated Safeguarding Lead (or Deputy Designated Safeguarding Lead).

If you feel that a child may be at risk of harm but are not sure then inform the Designated Safeguarding Lead (or DDSL) immediately who will offer advice and take appropriate action.

Child abuse happens to all children regardless of gender, culture, religion, social background and those with or without a disability.

A copy of the school's safeguarding policy and all related policies are available in the office.

What do I do if a child discloses they are being harmed?

Sometimes a child may disclose information to you. If this happens then the following actions must be taken:

- React calmly
- Listen carefully to the child, particularly what is said spontaneously
- Do not promise confidentiality; explain to the child that you may need to pass on the information if you are worried about their safety
- You may clarify your concern using 'tell', 'explain', 'describe' or 'outline', but as soon as your concern is confirmed ask no further questions as further enquiries may be compromised (only trained investigators should question a child).

- Reassure the child that they have done the right thing
- Record carefully what the child says in their words including how and when the account was given. Date, time and sign the record. Pass this on to the designated member of staff for safeguarding immediately (see reverse of this leaflet).

NB. You will find Child Protection Concern Report Forms in the staff room in a wallet on the safeguarding board.

Types of Harm—Everybody has a responsibility to keep all children safe—this applies to both the home and school environment. Harm is identified in six ways:

Physical—when a child is deliberately hurt or injured

Sexual—when a child is influenced or forced to take part in a sexual activity. This can be a physical activity or non-physical eg being made to look at an inappropriate image.

Emotional—This is when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence.

Neglect—This is when a child is not being taken care of by their parents. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left home alone.

Online—This is behaviour online which may hurt a person physically or emotionally, eg. cyberbullying, emotional abuse, grooming, sexting, sexual abuse, sexual exploitation. It could be harmful information that is posted online, or information sent to a person.

Extremism and radicalisation—The holding of extreme politics or religious views.

If you see or hear something that could be terrorist related, if you think someone is vulnerable to being radicalised, act on your instincts and call the police, in confidence on 0800 789 321 or visit gov.uk/ACT.

Staff Conduct

Staff are required to work in a professional way with children; we expect staff to be an excellent role model to our children at all times.

If you are concerned about the conduct of a member of staff:

- Immediately inform the Headteacher, Mrs Jones
or
- Immediately inform the DSL, Mrs Talbot

Keeping Yourself Safe

- Be professional, be careful how you interact with or speak to a child, the child may interpret it differently
- Avoid physical contact unless you are preventing them from harming themselves or others
- Avoid being on your own with a child, always ensure that a door is left open and that you are visible to others.
- It's best not to do anything for a child that he or she can do for him/herself.
- Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident, time and date and pass it on to one of the members of staff named overleaf.

School Facilities

- The adult toilets are located opposite the office and Rose classroom.
- Visitors are invited to use the staffroom and help themselves to tea and coffee, however glass/crockery may not be taken out of the staffroom—hot drinks can only be taken out if in a thermos mug with a lid.
- We operate a NON-SMOKING policy across every part of the school site.