

Welcome

to **Liscard Primary School.**

This is a very brief summary of our Safeguarding Information. Our Safeguarding Policy is available on our website and from the School Office.

Should you have any concerns at all about any Safeguarding issue, please ask any member of staff for help.

Safeguarding and Child Protection

Our school is committed to safeguarding children and promoting children's welfare. We expect all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. We are also committed to work in a safe manner and challenge any inappropriate behaviour.

Our Safeguarding Co-ordinators are Mrs R Littler and Mrs S Brear. Should a child say anything which concerns you, please report it to Mrs Littler, Mrs Brear or a senior member of staff as soon as possible.

By signing in as a visitor to our school you are agreeing to follow the advice within this leaflet. All visitors must wear a visitor's badge provided at reception. An adult without a badge will be accompanied to the school's reception to confirm they have signed in.

Visitors must be accompanied at all times by a member of school staff.

Unsupervised visitors: if your visit involves supervised contact with young people you will

be asked to show the photographic ID badge provided by your employer and written confirmation that appropriate DBS and recruitment checks have been made. Depending on your role and the organisation you are from you may be required to show your Enhanced DBS Certificate. We will note down the DBS number and date issued but we will not make a copy of your certificate. You will also need to read the school's Staff and Volunteers Code of Conduct and Part 1 of the DfE's Guidance, 'Keeping Children Safe in Education' (2015). The school's Safeguarding Policy is available on the school's website.

If you have ANY concerns about a child's welfare or well-being or have a concern about the behaviour of any adult with the school towards a child:

- Discuss your concerns without delay with the Designated Safeguarding Lead (the Headteacher), another member of the Senior Leadership Team (SLT), or a member of the safeguarding team
- Remember it is important to share your concerns even if you are unsure.
- Anyone can make a referral to Wirral MASH, Tel. 0151 606 2008.
- The Local Authority Designated Officer (L.A.D.O.) for Managing Allegations Against Staff can be contacted on 0151 666 4582. The school's procedures for Managing Allegations Against Staff is included in the Safeguarding Policy.



No Mobile Phones

Mobile phones must not be used in areas used by children and young people

If a child makes a disclosure to you:

- React calmly (avoid showing shock or embarrassment).
- Listen to the child without interrupting them.
- Do not promise to keep a secret.
- Do not ask the child any leading questions.
- Reassure them they have done the right thing to tell you.
- Report your concerns to the Designated Safeguarding Lead immediately following the disclosure and write down what the child said using the child's own words and phrases. Sign and date this document and hand it to the Designated Safeguarding Lead.
- Consider how best to manage your own feelings.
- Following reporting your concerns remember that the disclosure and the child's identity should remain confidential.

The school has a full code of conduct to encourage safer working practices for all adults working with children and young people, including advice regarding 'e-safety'.

Other Safeguarding Guidance:

In the case of a fire follow the following procedures:

- There should be no delay in ringing 999 and requesting fire and police ...

If a child or member of staff needs emergency treatment or first aid:

- There should be no delay in ringing 999 and requesting an ambulance...

Remember:

- Provide a positive role model to young people.
- Dress appropriately ensuring your clothing is not likely to be viewed as offensive or revealing.
- Treat all members of the school's community with respect and tolerance.
- Work with children so that you are visible by a member of the school staff.
- Respect a child's privacy and dignity.
- Always be able to justify any physical contact you have with a young person.
- Always report any situations that arise that you may feel may give rise to a complaint or misunderstanding in respect of your own actions.

Never:

- Photograph a child without the school's permission.
- Never use your personal mobile phone in areas used by children and young people.
- Ignore inappropriate behaviours towards children either by other children or adults.
- Share personal details with a child.
- Meet or contact the child out of school including by text, email, Facebook or other social media, or give a child a lift home.
- Discuss the school, children or adults working within the school on social media.
- Make inappropriate comments to a child including racist, homophobic, sexist or sexualised comments.
- Give gifts to a young person (unless part of the school's agreed rewards policy or with the agreement of your line manager), show them preferential treatment.

Key Safeguarding Personnel:

Designated Safeguarding Lead:

- Mrs R Littler

Deputy Designated Safeguarding Lead:

- Mrs S Brear

Safeguarding SLT:

- Miss L Moran
- Mrs J Fagan

Family Support Worker:

- Mrs A Churchill

Chair of Governors:

- Mr A Grice

Safeguarding Governor:

- Father Paul Elliott



Safeguarding Information for Visitors, Supply Staff and Volunteers

Remember...

if in doubt, ask!

Liscard Primary School,
Withens Lane, Liscard, CH45 7NQ

Headteacher: Mrs R Littler

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'You should not be harmed; you
should be looked after and kept safe.'

Article 19