

SAFE WORKING WITHIN BOTTISHAM PRIMARY

- 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 others.
- Do not photograph children, exchange emails, text messages and phone numbers or give out your personal details.
- Do not receive or give gifts unless arranged through school.

ALLEGATIONS

- Any allegations should be reported to the Headteacher.
- If the concerns are about the Headteacher, please inform the Chair of Governors.

PLEASE REFRAIN FROM USING ALL MOBILE DEVICES INCLUDING PHONES

We are committed to safeguarding and meeting the needs of all our children.

Safeguarding Lead: Mrs R Johnston, Acting Headteacher

Deputy Lead: Mrs D Heijne, Acting Deputy Head

Safeguarding Governors: Edward Hall, Vicky Crown & Laura Stow

Chair of Governors: Sarah Wormald



Everyone has a responsibility to make sure that children within Bottisham Primary School are safe.

PLEASE DO NOT:

Decide to do nothing or leave our school without telling someone if you have a concern about a child.

Bottisham Community
Primary

SAFEGUARDING PROCEDURES FOR VISITORS

September 2016—July 2017



*Beechwood Avenue
Bottisham
Cambridgeshire
CB25 9BE*

www.bottisham.cambs.sch.uk

Bottisham Community Primary

Volunteers / Visitors Responsibility

All those who come into contact with children through everyday work whether paid or voluntary are responsible for their own actions and behaviour. You should avoid contact which would lead any reasonable person to question your motivation and intention. At Bottisham Primary we have a duty to safeguard and promote the welfare of our children.

Volunteers / Visitors Responsibility

All visitors to Bottisham Primary must wear their visitors badge received from Reception when signing in. Any adults without a badge will be challenged.



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.

Code of Behaviour

- Do treat everyone with respect
- Do act as an appropriate role model
- Do remember that someone else might misinterpret your actions, no matter how well intentioned
- Do respect a child's right to personal privacy
- Do not permit abusive activities e.g.. bullying, ridicule
- Do not play physical contact games, make inappropriate comments or have inappropriate banter with the children
- Do not make suggestive remarks, gestures or tell racist, sexist or homophobic jokes

Disclosure of abuse by a child:

- Listen to what is being said without displaying shock or disbelief. Accept what is being said.
- Allow the child to talk freely, listen rather than ask direct questions.
- Do not promise confidentiality but explain that you have to tell their teacher or Headteacher in order to be able to help them.
- Do not interrogate the child or ask leading questions. Re-assure the child that it is not their fault and that it was right to tell.
- Make them aware that their disclosure will only be reported to those that need to know and can help.
- Record details of the disclosure immediately including wherever possible words and phrases used by the child. Sign and date the record. Report your concerns and give your written record to the Safeguarding Lead straight away.
- Be aware of your own feelings about abuse and find someone you can share your feelings with once the procedures have been completed.

It is important to remember that children's names and details must remain confidential and any discussion that you feel you need to undertake does not allow the child to be identified.