

Safe Working within

Guilden Morden Primary School

- Adhere to Acceptable use and E-safety policy
- Provide a good example and 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 all others
- Ensure that when working with individual children the door is left open, or that you can be visible to others
- Do not photograph children (unless requested by school staff), exchange emails, text messages and phone numbers or give out your own personal details
- Do not receive or give gifts unless arranged through the school
- Only touch children for professional reasons and when necessary and if appropriate for the child's wellbeing and safety.

ALLEGATIONS

- Any allegations should be reported to the Head Teacher
- If the concerns are about the Head Teacher please inform the Chair of Governors

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

Safeguarding lead: **Jeremy Fisher**

Designated Deputies for Safeguarding:
**Helen Smith, Kristy Carter,
Louise Young**

Prevent Lead: **Helen Smith**

School Governor Safeguarding
responsibility: **Sarah Fryer**

Chair of Governors: **Mark Robinson**

**Everyone has a responsibility to
make sure that the children within
Guilden Morden Primary school are safe.**

PLEASE DO NOT:

Decide to do nothing or leave our school
without telling anyone your concern.

Guilden Morden Church of England (VC) Primary School



SAFEGUARDING PROCEDURES

September 2019

Pound Green
Guilden Morden
Royston,
Herts. SG8 0JZ

www.guildenmorden.cambs.sch.uk

VOLUNTEERS / VISITORS

responsibility:

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

Please follow our Code of Behaviour:

- Do treat everyone with respect
- Do provide an example you would wish to be followed
- Do remember that someone might misinterpret your actions, no matter how well intended
- Do plan activities so that they may involve more than one person or are at least in sight or hearing of others
- Do respect a child's right to privacy
- Do act as an appropriate role model
- Do not jump to conclusions without checking facts
- Do not permit abuse activities, e.g. bullying, ridiculing (report to HT)
- Do not make suggestive remarks, gestures or tell racist, sexist, transgender or homophobic jokes.
- Do not believe it could never happen to you.

DBS Certificates:

All staff, including supply staff, regular visitors and volunteers are subject to Disclosure and Barring Service (DBS) certification. This is to help ensure that unsuitable people are prevented from working with children or young adults. Advice on obtaining a DBS certificate is available from the school office.

Screening Document:

Infrequent visitors will be asked to sign in at the Reception desk. By signing in you agree to comply with Child Protection procedures within Guilden Morden Primary School, follow the Code of Conduct and adhere to guidelines about remaining with an accompanying adult (in line with the risk assessment).

Identity Badges:

All visitors must wear a visitor's badge received from Reception in addition to their company's identity badge. Any adult without a badge will be challenged.

Worried about a child:

Please report any concerns you have to the class teacher who will pass the information on to the school's Designated Safeguarding Co-ordinator.

Disclosure of Abuse by a child:

Whilst this can be an alarming situation, it is important that you know what to do in such an eventuality, and for you to be able to stay calm and controlled.

- Listen to what is being said
- Allow the child to talk freely
- Reassure the child, but do not make promises you are unable to keep
- Do not promise confidentiality, but explain you may have to tell their class teacher
- Do not interrogate the child or ask leading questions
- Reassure the child that it is not their fault
- Stress that it was right to tell
- Make them aware their disclosure will be reported only to those who need to know
- Record details and disclosure immediately - including exact words of the child. Sign and date this.
- Report your concerns and give your written record to the Designated Safeguarding Co-ordinator (posters are in the toilet, front entrance and staff room)
- Be aware of your own feelings about abuse and find someone that you can talk to
- Any disclosure must remain confidential.