

Safeguarding Children

- No child should suffer harm, either at home or at school. Everyone who works in our School has a responsibility to make sure that all our children are safe.
- This leaflet has been given to you to make sure you understand what is expected of you. Please ask the person who gave it to you if you are unclear about anything in it, and keep the 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 child in our school, you **MUST** report this to the Designated Safeguarding Lead in school.

To find out more contact:
Headteacher:
Ed Francis
Chair of Governors
Emma Evans

Designated Safeguarding Lead:
Lara Collingwood



Deputy Safeguarding Leads:



Jodee Dowling
Claire Wainwright
Julie Elms
Josie Pool

Governor with Safeguarding
Responsibility:
Chris Percival

Useful Phone Numbers:

Family Front Door : 01905 822666

NSPCC: 0800 800 5000

This is a 24 hour service which provides
counselling, information and advice to anyone
concerned about a child at risk of abuse.

NSPCC Whistle Blowing

Advice Line: 0800 028 0285

Wylds Lane
Worcester
WR5 1DR

Phone: 01905 355525

E-mail: office@fortroyal.worcs.sch.uk

Fort Royal

Community Primary School

SAFEGUARDING ADVICE

Fort Royal Community Primary
School has a Safeguarding
Policy and a copy is available
from the school website or
school office

Safeguarding Advice

As a School we are committed to safeguarding and meeting the needs of children and we hope this leaflet will provide some useful advice and information when working with children at Fort Royal Community Primary School.

What are my responsibilities?

All those who come into contact with children through their every day work whether paid or voluntary have a duty to safeguard and promote the welfare of children.

Why Disclosure and Barring Service checks?

Fort Royal Community Primary School's 'Recruiting & Selection Procedure' specifies that all staff who work with children for three or more days in a 30 day period, will require an enhanced DBS Disclosure. This is to help ensure that unsuitable people are prevented from working with children.

The Headteacher will inform you as to whether or not you require a DBS Disclosure. If you **do not**, you should **not** be left unsupervised with children.

DBS Forms are available from the School Business Manager who will help you complete the Application Form and advise which documentation is necessary for you to present for the check to be completed.

Please also inform the Headteacher immediately if you become subject to any criminal investigation, caution or conviction. This helps to protect you as well as the children in your care.

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

If whilst working with a child you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in the child's behaviour or demeanor

Please report these concerns to the Class Teacher who will pass the information onto the school's Designated Safeguarding Lead as appropriate.

What should I do if a child discloses that he/she is being harmed?

It is important to know what to do in such an eventuality as children rarely lie about such matters

- Listen to what is being said without displaying shock or disbelief, accept what is being said
- Allow the child to talk freely
- Reassure the child, but do not make promises that might not be possible to keep
- Do not promise confidentiality but explain to the child that you have to tell someone else in order that they can help him/her
- **Do not interrogate** the child or **ask leading questions**
- Reassure the child that it is not their fault
- Stress that it was the right thing to tell
- Listen rather than ask direct questions
- Do not criticize the alleged perpetrator

Immediately record details of the disclosure including, wherever possible, the exact words or phrases used by the child on CPOMS online system.

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

You should report such allegations to the Headteacher or Designated Safeguarding Lead. If your concern is about the Headteacher, report to the Chair of Governors. You could also call the NSPCC Whistle Blowing Advice Line or you can email help@nspcc.org.uk

How do I ensure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect. You may well be working closely with children, sometimes on a one-to-one basis. Children, especially when they are young, are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject this. You should, however be careful about touching pupils.

If you are working with a pupil on his/her own try to ensure that the door is open or that you are visible to others.

DO NOT photograph pupils (unless asked by the class staff), exchange e-mails or text messages, or give out your own personal details.

Please help us to safeguard the children in our care by following these guidelines.