

- Your information should be signed and dated and handed to the DSL. It is important to remember that all details of any concerns about a child should remain confidential between you and the DSL.

### Adults in School

If you have any concerns about the behaviour of any adult in school you should pass your concerns on to either:

- the headteacher – Miss Michelle Harris
- the Chair of Governors – Mr Andy Taylor
- the designated governors for safeguarding – Mr Andy Taylor and Dr Simon Baines

### When working in our school adults should:

- Please make sure the glass door panel is not obscured when working alone with a child.
- children should never be left alone without an adult present.
- we have a number of First Aiders in school. Please ask a member of staff if you need help with an injury or illness.
- first aid is available in the First Aid room, main office and in classrooms.
- if you hear the Fire Bell you and any pupils you are working with should leave the building immediately by the nearest exit and make your way to the far end of the school playground.
- any damaged equipment or other safeguarding hazards should be reported to the class teacher or Mrs Smith (School Business Manager).
- Be aware that the use of any mobile devices is not allowed in school. If you need to make a phone call please go outside the school building where no children are present.

If you have any questions about the information in this leaflet please do not hesitate to contact Miss Harris or the other DDSLs.

**Be brave, be kind, be yourself**

## Mawsley Community Primary School

### Safeguarding Children Procedures



**An information leaflet for volunteers and visitors to our school.**

### Our Designated Safeguarding Leads



**Michelle Harris**  
Headteacher



**Andrea Cox**  
Deputy Head



**Jen Tedore**  
Assistant Head



**Emma Groom**  
Family Support  
Worker



**Gareth Weston**  
Prevent Lead/  
Online Safety



**Rebecca Underwood**  
Reception Phase  
Leader

## **SAFEGUARDING CHILDREN PROCEDURES**

As a visitor to our school, either as a volunteer helper, governor, or someone who has come in to work with our children in any other capacity, it is important that you are aware of our safeguarding children procedures.

Our Designated Safeguarding Lead adults are:

- Miss Michelle Harris (Headteacher) – Designated Safeguarding Lead
- Miss Andrea Cox (Deputy Head) – Deputy DSL
- Mrs Jen Tedore (Assistant Head) – Deputy DSL
- Mrs Emma Groom (Family Support Worker) – Deputy DSL
- Mr Gareth Weston (Prevent Lead/Online Safety Officer) – Deputy DSL
- Mrs Rebecca Underwood (Reception Phase Leader) – Deputy DSL
- Mrs Jessica McCarlie (Before/After School Club Lead – Safeguarding Officer)

If these members of staff are not available please ask to speak to a class teacher as our staff are trained and will be able to refer the matter on appropriately.

### **Categories of Abuse**

There are four categories of abuse:

- Physical abuse
- Sexual abuse
- Emotional Abuse
- Neglect

There may be occasions when you have cause for concern for a child - perhaps about marks or bruises you have noticed, their physical presentation, their behaviour or something they have told you. All adults in the school have a duty of care to children at the school and such concerns must be reported immediately and in confidence.

### **Disclosure of abuse by a child**

If you are approached by a child wanting to talk, you should listen positively and reassure the child. If you can try to ensure a degree of privacy so others are not listening.

- Be prepared to listen and comfort
- Do not show distress however difficult it is to listen to the information
- Stay calm and controlled
- Do not make promises you cannot keep
- Do not promise confidentiality
- Let the child know it is not their fault
- Reassure the child that you are there to help.
- As soon as possible write an account of what was said and done.
- Make the child aware that you will be reporting their disclosure but only to those who need to know.
- Do not question the child. It is not your responsibility to investigate suspected cases of abuse.

### **Pupil Welfare Concerns**

- If you have a concern about a child's well-being, but they have not actually said anything to you, your concern should be passed on to the Designated Safeguarding Lead in school.
- Abuse or neglect can have a damaging effect on a child's health, educational attainment and emotional well-being. If you have been working with a group of children over several weeks you may have seen changes in behaviour. In some cases changes may be the symptoms of an illness or a change in family circumstances.
- It is important that you do not feel afraid about passing on your concerns. The information you pass on may be a small piece in a larger jigsaw of information.

### **Guidance for recording information**

Please record any information you have on the school Pupil Welfare Concern form that is found on the staff room wall and pass on the Designated Safeguarding Leader. Please include:

- the nature of your concern
- the evidence that led to the concern
- what the child said (if applicable)
- what you said or did in response