

How do I ensure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect. As a regular volunteer or visitor, 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 appearing to reject this. You should however, be careful about touching the pupils.
- Be professional. Be careful how you interact with or speak to a child, the child may interpret it differently.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- Avoid being on your own with a child in an enclosed environment. Ensure that the door is open and/or that you are visible to others.
- It is best not to do anything for a child that he/she can do for themselves.
- Always inform a DSL if a child touches you or speaks to you inappropriately. Record the incident: time, date and sign it.
- Do not share confidential information outside school.

If in doubt – ask!

Sawley Junior School

**Senior Designated Safeguarding Lead
(DSL):**

Mrs A Burton

Deputy Designated Safeguarding Lead:

Mrs N Sisson

Designated Safeguarding Lead:

Mrs E Joyce

Governor for Safeguarding:

Mrs Jeannie Haigh (CEO) - *until new appointment*

Governor for Anti-Bullying

Mr James Webb

Governor for Looked After Children

TBC - until new appointment

Chair of Governors:

Chris White

LADO: (Local Authority Designated Officer)
01629 531940

Child Protection Manager for Education
01629 531079

Emergency Duty Team: 01629 532600
(out of hours emergencies 5pm - 8.30am)

Call Derbyshire Starting Point:
01629 533190

Wilmot Street, Sawley, Long Eaton,
Nottingham NG10 3DQ
Telephone: 0115 973 3626
E-mail: info@sawley-jun.derbyshire.sch.uk
Website: www.sawleyjunior.co.uk



Every ONE Matters

Sawley Junior School Safeguarding & Child Protection Information Day Visitors & Volunteers

We are committed to safeguarding and promoting the welfare of children. As such we expect all staff, volunteers and visitors to share this common commitment.

This leaflet contains information about our expectations of you whilst visiting the school. It gives information about our Safeguarding and Emergency Procedures. Please keep the leaflet in a safe place so that you can read it again if you need to.

We hope you enjoy your time at our school.



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Keeping Ourselves Safe

- Visitors are asked to read this leaflet in full on arrival on their first visit.
- You will be asked to read and sign the Day Visitors Safeguarding Declaration.
- All visitors must sign in at Reception on arrival.
- Visitors will be issued with a badge that must be worn and visible at all times.
- Visitors should remain in Reception until under the supervision of a designated member of staff.
- Mobile phones are not to be used whilst on the school site.
- Photographs are not to be taken unless by prior agreement.
- Be a good role model to our pupils by being respectful, fair and considerate of others. Remember children may interpret your words/actions differently.
- Report to staff any unacceptable behaviour.
- When working with a pupil(s) ensure you are visible to others.
- All visitors must sign out at Reception

Please take note of the Fire Procedures displayed in the area in which you are working.

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

If you feel that a child may be at risk of harm but are not sure, inform a class teacher or one of the safeguarding team immediately. They will offer advice and take the appropriate action. You may be concerned about: comments made by a child; marks or bruising on a child; signs of neglect; or changes in a child's behaviour/demeanour.

Types of abuse

Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background ability or disability. Harm is identified in the following ways:

- Abuse – a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.
- Physical – when a child is deliberately hurt or injured.
- Sexual – when a child is influenced or forced to take part in sexual activity. This can be physical or non-physical, e.g. being made to - or being allowed to - look at inappropriate images.
- Emotional – when a child is made to feel frightened, worthless or unloved. It can also be by shouting, using threats or making fun of someone. It can also be when children see their parents, visitors to the home, fighting or using verbal/physical violence.
- Neglect – when a child is not being taken care of by their parents/guardians. It can be poor hygiene, poor diet, not coming to school or being left home alone.

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

- **React calmly**
- Allow the child to talk freely
- **Listen** to the child carefully
- **Do not promise confidentiality.** Explain to the child that you must pass on the information if you are worried about their safety.
- Reassure the child that they are doing the right thing.
- **Record** carefully what the child says in their own words, including how the account was given. Forms are available in the staffroom. Include the date and time and sign the form.
- **Report** the disclosure/concern to one of the school's DSLs.

What should I do if I have concerns about the conduct of a member of staff?

You must report to the Headteacher any concern that indicates that a member of staff, student or volunteer may have harmed a child or be a risk to children.

If the concern is about the Headteacher, you must report your concern to the Chair of Governors (contact via the school office). In their absence, you can report your concern to the Derbyshire County Council LADO.

Record:

- The reason why you are concerned
- Dates and times of any specific incidents
- Details of any potential witnesses.

All contact details are on the reverse of this leaflet.