

### How do I ensure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect. As a volunteer or regular 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 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 a door is open and/or that you are visible to others.
- It's best not to do anything for a child that he or she can do for himself or herself.
- Always tell someone if a child touches you or speaks to you inappropriately. Record the incident, time and date it and pass it on to one of the safeguarding team as soon as possible.
- Do not photograph pupils (unless requested to do so by a class teacher)
- Do not use mobile phones except in designated areas (staff room)
- Do not share confidential information outside school - children and their families have a right to privacy

**Remember...if in doubt...ask**

## SAWLEY INFANT & NURSERY SCHOOL

### Designated Safeguarding Lead

**Mrs M Harral**

### Deputy Safeguarding Lead

**Mrs B Morley**

### Governor for Safeguarding

**Mrs Laura Jones**

### Chair of Governors

**Mr James Wilton**

### LADO (Local Authority Designated Officer)

**Miles Dent - 01629 531940**

### Child Protection Manager for Education

**Debbie Peacock - 01629 531079**

### Emergency Duty Team

**(out of hours 5pm - 8:30am)**

**01629 532600**

### Call Derbyshire Starting Point

**01629 533190**

**Wilmot Street, Sawley, Long Eaton,  
Nottingham, NG10 3DQ**

**Tel: 0115 9732652**

**Email: [enquiries@sawley-inf.derbyshire.sch.uk](mailto:enquiries@sawley-inf.derbyshire.sch.uk)**



## SAWLEY INFANT & NURSERY SCHOOL

# Child Protection and Safeguarding

## Information for Visitors and Volunteers

**Never go home with a concern!**

**Sawley Infant and Nursery School is committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors to share this commitment.**

### What are my responsibilities?

We all have a responsibility to keep children safe, both at home and in school. This leaflet aims to provide some useful advice and information about **your responsibilities** when you are on our premises/working with children at our school. If you are unclear about anything in it please speak to the Headteacher or another member of staff.

### Training

If you are a regular visitor or volunteer you will be provided with **induction training** and also required to undertake or provide evidence of relevant **safeguarding training**. You will also be required to sign to confirm you have read and understood the following:

- **Child protection and safeguarding policy**
- **Keeping children safe in education - statutory guidance (latest version)**
- **What to do if you're worried a child is being abused (latest version)**

These and other relevant information can be found in the **School Safeguarding Portfolio** (available in the staff room) and on the school website.

The following documents are also recommended:

- **Working Together to Safeguard Children (latest version)**
- **Information Sharing: Advice for Practitioners (latest version)**

### DBS Checks

You will be informed whether or not you require a DBS check.

You must inform the headteacher immediately if you become the subject of any criminal investigation, caution or conviction.

### 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, then inform a class teacher or one of the safeguarding team immediately. They will offer advice and take 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 or 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 four ways:

- **Physical** - when a child is deliberately hurt or injured.
- **Sexual** - when a child is influenced or forced to take part in a sexual activity. This can be a physical activity or non-physical, e.g. being made to look at an inappropriate image.
- **Emotional** - when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using 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** carefully to the child
- **Do not promise confidentiality**. Explain to the child that you must pass on the information if you are worried about their safety.
- **Do not ask leading questions** or make judgements. Only trained investigators should question a child.
- **Reassure** the child that they are doing the right thing.
- **Record** carefully what the child says in their own words, including how and when the account was given. Complete a 'My Concern' form (available in the staff room). Include date and time of disclosure and sign the form
- **Report** and pass the 'My Concern' form to the Designated Safeguarding Lead (headteacher), or the Deputy Designated Safeguarding Lead (assistant headteacher) as soon as possible.

### 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) or, in their absence, the Local Authority Designated Officer (LADO)

<mailto:miles.dent@derbyshire.gov.uk>

Tel: 01629 531940

Record:

- the reasons why you are concerned
- the dates/times of any specific incidents
- the names of any potential witnesses