

Safeguarding Statement

We are committed to ensuring the welfare of all members of our school community. To safeguard and protect our pupils and we require all staff, volunteers, governors and visitors to share this commitment.

This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it, please speak to any of the safeguarding team. Please keep the leaflet in a safe place so that you can read it again if you need to.

If you are concerned about the safety of any child in our school, or about the conduct of a member of staff or volunteer, you must report this to the Designated Safeguarding Lead. In their absence please refer all concerns to the Deputy Safeguarding Lead.

Visitor Procedures

- All visitors **must** sign in at the main reception.
- All visitors will be issued with an appropriate badge which **must** be displayed at all times whilst on site.
- Visitors may be asked to remain under the supervision of a designated member of staff whilst on site.
- Visitors **must not** use a mobile device or camera on site.
- Visitors **must** sign out at the School Office and return their pass before leaving the site.

Safeguarding Team

Designated Safeguarding Lead

Mrs Lorraine Woollven (Headteacher)



Deputy Designated Safeguarding Lead

Mrs Nicola Bryant (Deputy Headteacher)



Safeguarding Governor

Mrs Jackie Bush



SENCO

Ms Annie Ford



Churchill



Primary School

Churchill CE Primary School



Visitor, Volunteers and Supply Teachers 'Safeguarding Guide' 2024/25

The school whistleblowing policy is available from the school website or can be requested from the school office.

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

If you become concerned about:

- something a pupil says;
- marks or bruising on a pupil;
- changes in a child's behaviour or demeanour.

You **must** inform the class teacher, Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead.

If you feel that a child may be at risk of harm but are not sure, then inform the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead, immediately. They will offer advice and take appropriate action.

You may ask any member of staff for a copy of the school's safeguarding policy or it can be accessed on the school website.

What do I do if a child discloses they are being harmed?

- React calmly. Do not appear shocked.
- Listen carefully to the child, particularly what is said spontaneously.
- Do not promise confidentiality. Explain to the child that you may need to pass on the information, to an adult in school, if you are worried about their safety
- You may clarify your concern using "tell, explain, describe or outline" to prompt clarification but as soon as your concern is confirmed ask no further questions as further enquiries may be compromised. We must never "lead" a child in their explanations or "put ideas in their head".

- Reassure the child that they have done the right thing in sharing.
- Record carefully what the child says in their words including how and when the account was given. The class teacher will supply a bright orange form. Date, time and sign the record. Pass this on to the Designated Safeguarding Lead, or the Deputy Designated Safeguarding Lead immediately.

Types of harm

Physical - This is when a child is deliberately hurt or injured.

Sexual-This is 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 look at an inappropriate image.

Emotional-This is 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/carers or visitors in the home, fighting or using violence.

Neglect-This is when a child is not being taken care of by their parents or carers. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left at home alone.

Extremism or Radicalisation— This is classified as the holding of extreme political or religious views. If you are concerned about the words used or actions of a child, always refer to the Designated, or Deputy, Designated Safeguarding Lead.

Staff Conduct

If you are concerned about the conduct of a member of staff following an observation or disclosure, the following action must take place:

- Immediately inform the Headteacher, or the Deputy Headteacher in their absence.
- If you are concerned about the conduct of the Headteacher, then you need to report your

concerns to the Chair of Governors, Sally Furniss. Her contact details can be acquired from the school office.

Your behaviours and keeping yourself safe

- Be professional at all times. Take care how you interact with or speak to a child as the child may interpret what you say differently.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- Model the British values of democracy, rule of law, respect, tolerance, and individual liberty.
- Avoid being on your own with a child. Always ensure that a door is open and that you are visible to others.
- Never do anything for a child that he or she can do for themselves.
- Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident, time and date and pass it on to the Headteacher.
- If you have concerns about a child in the school, or about the conduct of a member of staff, it is your responsibility to pass it on.
- Confidentiality: information you may hear or see in the school must not be shared outside of the school.

Remember...if in doubt...ask