

CONTACTS

Designated persons for Safeguarding Children at Metheringham Primary School are:

Mrs Tracey Freeman (DSL)
Deputy Headteacher



Mrs Elspeth McMenemie Mrs Leanne Duggin
Co-Head teachers (DDSL)



Mrs Natalie Jones
KS1 Teaching and Learning Lead



Pastoral Support Team

Miss Vicky Coleman Mrs Natalie Ward

Mrs Jacqui Thackray Mrs Yvonne Bates

Metheringham Primary school is committed to safeguarding and promoting the welfare of young people and requires all staff, visitors and volunteers to share this commitment.

This leaflet has been given to you to make sure you understand what is expected of you and the role you play in safeguarding all children and young people.

Please ask any of the contacts named in this leaflet if you are unclear about any of the expectations and procedures. Please keep this leaflet in a safe place so that you can read it again if needed.

WHAT ARE MY RESPONSIBILITIES?

All of those who come into contact with young people through their everyday work, whether paid or voluntary, have a duty to safeguard and promote the welfare of young people.

Metheringham Primary School



Inspire, believe, achieve!

www.metheringhamprimary.co.uk

SAFEGUARDING INFORMATION FOR VISITORS AND VOLUNTEERS

**Please follow these guidelines to help us
safeguard the children in our care.**

Our aim is to provide a safe and secure environment for staff, pupils, volunteers and visitors.

As a school, we are committed to Safeguarding and meeting the needs of young people and we hope this leaflet will provide some useful advice and information when working with young people at Metheringham Primary School.

SECURITY OF PUPILS, STAFF, VOLUNTEERS AND VISITORS

All members of staff will wear a visitor badge at all times. All visitors to the school site should report to reception on arrival and sign in, showing proof of identity and/or Disclosure and Barring Service Enhanced certificate (DBS certificate) if appropriate. All visitors will be issued with a visitor badge and will be asked to read this leaflet.

ENHANCED DISCLOSURE

All staff and regular volunteers will require a DBS certificate. This is to help ensure that unsuitable people are prevented from working with young people. If you do not have a DBS certificate you are not allowed to work unsupervised with young people. Externally obtained DBS certificates are not acceptable for newly appointed staff and long-term volunteers. You will be required to complete a DBS application before you start working/helping at Metheringham Primary School. Jackie Woodhead, our School Business Manager (SBM), will provide advice on how to complete the application and which documentation is necessary for the check to be completed.

CHILD PROTECTION AND SAFEGUARDING POLICY

Metheringham Primary School has a Child Protection and Safeguarding policy which is available on the school website. Further copies are available from the school office on request.

All staff are required to complete safeguarding training as outlined in the 6-year pathway.

WHAT SHOULD I DO IF I AM WORRIED ABOUT A CHILD?

If you become concerned about:

- comments made by a child
- marks or bruises on a child
- changes in a child's behaviour or demeanour

You should report these concerns to the Designated Safeguarding Lead (DSL) – Mrs Tracey Freeman, or the Deputy Designated Safeguarding Lead (DDSL) – Mrs Elspeth McMenemie immediately. If either the DSL or DDSL are unavailable, all concerns should be reported to a member of the Senior Leadership Team (SLT).

WHAT SHOULD I DO IF A CHILD DISCLOSES THAT HE OR SHE IS BEING HARMED?

Although the likelihood of this is small, it is important to know what to do in such an eventuality, as young people 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 the DSL/DDSL in order to help them and keep them safe
- Listen - Do not interrogate the child or ask direct, leading questions
- Reassure the child that it is not their fault and stress that they have done the right thing by telling a trusted adult
- Do not criticise the alleged perpetrator

Immediately record the details of the disclosure in writing. Include, wherever possible, the exact words or phrases used by the child and give this information to the DSL or DDSL to enable the matter to be dealt with in the most appropriate way.

You **MUST** sign and date the information you are sharing.

WHAT SHOULD I DO IF THE ALLEGED ABUSER IS A MEMBER OF THE SCHOOL STAFF?

You should report such allegations to the Head Teacher, Mrs Elspeth McMenemie.

WHAT SHOULD I DO IF THE ALLEGED ABUSER IS THE HEADTEACHER?

You should report such allegations to the Chair of Governors, Mrs Helen Whitehouse.

HOW DO I ENSURE MY BEHAVIOUR IS ALWAYS APPROPRIATE?

Maintain a professional approach to children wherever and whenever you are in contact with them. Always be careful about touching children.

Social contacts outside of school should be kept to a minimum. It is risky to use the same social networks as pupils, such as: FACEBOOK, TWITTER and SIMILAR SOCIAL MEDIA SITES. As a professional, who works with young people, you need to take extra care to ensure that you don't inadvertently make your personal information available to the young people, or the parents of the young people, who you work with. This could leave you open to false allegations, misinterpretations, or the possibility of cyberbullying. Staff and volunteers need to be aware not to post pictures or comments that could bring the school into disrepute. The school or work should never be commented on.

Avoid, as far as possible, being alone and isolated with a child. If you are working with a child on his/her own, always ensure that the door is left open or that you are visible to others.