

SAFE WORKING WITHIN MARLBOROUGH ST MARY'S PRIMARY SCHOOL

- Provide a good example by being respectful, fair and considerate to all.
- Treat all children equally; never build a special relationship with a particular child above all others.
- When working 1-1 with children ensure that the door is left open, or that you can be visible to others.
- Do not photograph children (unless requested by the school staff), exchange emails, text messages, and phone numbers or give out your own personal details.
- Do not receive or give gifts unless arranged through school.
- Only touch children for professional reasons and when this is necessary and appropriate for the child's well-being and safety.

Child Protection Procedures

As a visitor to our school, either as a helper, supply teacher or someone who has come to work with our children in any other capacity, it is important that you are aware of our Child Protection procedures. A copy of the Child Protection Policy is available on the staff room wall or from either school office.

IDENTITY BADGES

All visitors within Marlborough St Mary's must wear their visitors badge received from Reception. Adults without a badge will be challenged.

We are committed to safeguarding and meeting the needs of all our children.

The DSL and Deputy DSL are responsible for safeguarding in school. Whole school Designated Safeguarding Lead (DSL): **Mrs A Schwodler**, Headteacher

Deputy Lead (DDSL):

- Infants: **Mrs M Howarth**
- Juniors: **Mrs K Moore**

Governor with responsibility for safeguarding: **Mrs J White**

Chair of Governors: **Mr M Thomas**

DBS certificates

All staff, including supply staff, regular visitors and volunteers are subject to Disclosure and Barring Service (DBS) checks. This is to help ensure that unsuitable people are prevented from working with children. Advice about DBS certificates is available from the school office.

ALLEGATIONS

- Any allegations against staff should be reported to the Headteacher.
- If the concerns are about the Headteacher please inform the Chair of Governors
- A copy of the school's Whistleblowing Policy is available on the staff room wall or from either school office.



MARLBOROUGH
ST MARY'S
PRIMARY SCHOOL

Marlborough St. Mary's Church of England Primary School

SAFEGUARDING PROCEDURES

September 2016

A guide for volunteers and visitors to the school

Infants: Ducks Meadow, Marlborough,
Wiltshire, SN8 4BX, 01672 513101

Juniors: The Parade, Marlborough, Wiltshire,
SN8 1LQ, 01672 513158

admin@marlboroughstmarys.wilts.sch.uk
www.marlboroughstmarys.wilts.sch.uk

Volunteers / Visitors Responsibility

All those who come into contact with children through their everyday work whether paid or voluntary are responsible for their own actions and behaviour. You should avoid any contact which would lead any reasonable person to question your motivation and intention. At Marlborough St Mary's Primary School we all have a duty to safeguard and promote the welfare of our children.

While at Marlborough St Mary's please:

- do treat everyone with respect
- do provide an example you wish others to follow.
- do remember that someone else might misinterpret your actions, no matter how well intentioned.
- do plan activities so that they may involve more than one person or at least are in sight or hearing of others.
- do respect a child's right to personal privacy
- do act as an appropriate role model.
- do provide access for children and adults to feel comfortable enough to point out attitudes and behaviours they do not like, and try to provide a caring atmosphere.
- do not jump to conclusions without checking facts.
- do not permit abusive activities e.g. bullying, ridiculing.
- do not play physical contact games, make inappropriate comments or have inappropriate banter with the children.
- do not make suggestive remarks, gestures or tell sexist, racist or homophobic jokes.
- do not rely on your good name to protect you. It may not be enough.
- do not believe it could not happen to you.

WORRIED ABOUT A CHILD

Abuse (physical, sexual, emotional) or neglect can have a damaging effect on a child's health, education, attainment and emotional well-being. Some changes in a child's behaviour may not necessarily indicate that a child is suffering abuse or neglect. In some cases those changes in a may be symptoms of a hidden disability, undiagnosed medical condition or changes in medication. If whilst working with a child you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in a child's behaviour

Please report these concerns to the class teacher or phase leader, who, if they feel it is appropriate, will pass the information on to the school's DSL.

Child Sexual Exploitation (CSE)

Child sexual exploitation is a form of child abuse which involves children and young people (sometimes as young as 10) receiving something in exchange for sexual activity.

Female Genital Mutilation (FGM)

FGM is a procedure where the female genital organs are injured or changed and there is no medical reason for this. It is frequently a very traumatic and violent act for the victim and can cause harm in many ways.

Everyone has a responsibility to make sure that children within the school are safe.

**PLEASE DO NOT:
Decide to do nothing or leave our school without telling anyone.**

Disclosure of abuse by a child:

Whilst this can be an alarming situation, it is important that you know what to do in such an eventuality and for you to be able to stay calm and controlled.

- Listen to what is being said without displaying shock or disbelief. Accept what is being said.
 - Allow the child to talk freely, listen rather than ask direct questions.
 - Re-assure 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 their teacher or Headteacher in order that you can help them.
 - Do not interrogate or ask leading questions. Re-assure the child that it is not their fault.
 - Stress that it was right to tell.
 - Explain that their disclosure will be reported only to those that need to know and can help.
 - Record details of the disclosure immediately, including wherever possible the exact words or phrases used by the child. Sign and date.
 - Report your concerns and give your written record to the Designated Safeguarding Coordinator / Headteacher to enable the matter to be dealt with in the most appropriate way.
 - Be aware of your own feelings about abuse and find someone you can share your feelings with once the procedures have been completed.
- It is important to remember the children's details and names must remain confidential and any discussion that you feel you need to undertake does not allow the child to be identified to anyone else.

If you have concerns about CSE, FGM or any child protection issues, or simply have a concern which feels very vague please feel free to discuss these with the Designated Child Protection Lead or one of the deputies.