

**SAFE WORKING WITHIN RUDSTON
PRIMARY SCHOOL**

Provide a good example and be a positive role model by being respectful, fair and considerate to all
Treat all children equally - never build a "special relationship" or favour a particular child above all others
Ensure that when working with individual children, 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 e-mails, text messages, phone numbers or give out your own personal details
Do not receive or give gifts unless arranged through school
Physical contact with children should only occur when necessary and appropriate for the child's wellbeing and safety

ALLEGATIONS:

Any allegations should be reported to the Headteacher.

If the concerns are about the Headteacher please inform the Chair of Governors (Mr C Ball) and Designated Safeguarding Co-ordinator.

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

Designated Safeguarding Co-ordinator
Miss Wendy
Walters

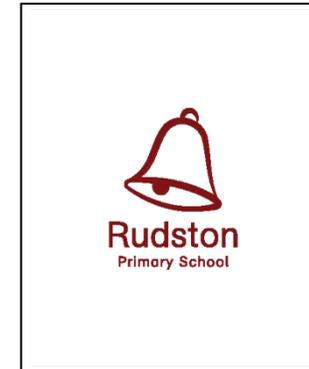
On matters regarding Child Protection see Miss Wendy Walters Headteacher
Mrs G Dufton is School Governor for Safeguarding
Mrs Horton is Safeguarding Officer for Bright Stars Pre-school

Everyone has a responsibility to make sure that children within Rudston Primary are safe, as "Every Child Matters"

PLEASE DO NOT:

Decide not to inform

Leave the school without telling anyone



**SAFEGUARDING
PROCEDURES**

An information leaflet for volunteers and visitors to Rudston Primary School

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 Rudston Primary School we all have a duty to safeguard and promote the welfare of all our children. Please follow our Code of Behaviour:

- 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 verbal banter with the children
- Do not make suggestive remarks, gestures or tell sexist/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

It could

DBS CHECKS:

All staff, including supply staff, regular visitors and volunteers are subject to DBS checks. "Safeguarding Children and Safer Recruitment in Education", (2012). This is to help ensure that unsuitable people are prevented from working with children, DBS forms and advice are available from Miss Walters and Mrs McLinden

SCREENING DOCUMENT:

Infrequent visitors will be asked to sign our Screening Document available at the Reception desk. By signing the document you agree to comply with Child Protection Procedures within Rudston Primary, follow the Code of Behaviour and agree to disclose all criminal conviction spent or not. The Screening Document is updated annually.

IDENTITY BADGES:

All visitors within Rudston Primary School must wear either their visitors badge received from Reception or their agency/school's identity badge. Any adults without a badge will be challenged.

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 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, who if they feel it is appropriate, will pass the information onto the school's Designated Safeguarding Co-ordinator

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 the child or ask leading questions
- Re-assure the child that it is not their fault
- Stress that it was right to tell
- Make them aware that their disclosure will be reported only to those who 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 the record and state action to be taken
- Report your concerns and give your written record to the Designated Safeguarding Co-ordinator /Headteacher to enable the matter to be dealt with in the most appropriate way.
- Be aware of your own feelings about abuse and if necessary, seek advice from the appropriate people.

It is important to remember that children's details and any discussion that you feel you need to undertake does not allow the child to be identified to anyone else.