



SAFEGUARDING AND GOOSEWELL PRIMARY SCHOOL

It is the prime purpose of our school to keep children safe.

- Visitors must sign in and wear a visitor's sticker in a prominent position. Please sign out on leaving.
- Volunteers **must** have a CRB check if they help in the school at least once a week. Please see the office staff
- If you see a child putting themselves at risk, please report it to the nearest member of staff.
- Do not allow children to open the outside door at Reception. Do not let children out of the front door, or visitors in. This helps us manage who is coming in and out. All staff must always check with one of the admin staff or a senior member of staff before letting out a child e.g. for a medical appointment during the school day. These children should always be signed in/ out.
- Behave appropriately at all times; maintain a professional distance. Do not engage in close physical contact with pupils unless necessary e.g. in an accident. School staff may touch a child as appropriate e.g. to comfort, but this will take place in a public environment.
- Visitors are reminded that mobile phones are not to be used or taken into the public areas of the school.
- Visitors should not take photographs of children unless at an official event according to the school protocol, or with the Headteacher's or senior member of staff permission.
- If you are taking a group or class and behaviour is poor, or the children's actions could put themselves or others at risk, please send a Teaching Assistant or pupil for a member of staff.
- If you are responsible for a group and the fire bell sounds, please escort your group out according to the evacuation route from where you are.

Important Documents

Please read:

Fire Instructions located in all areas, please familiarise yourself with these.

Child Protection Summary overleaf is very useful.

**Please follow all instructions given by staff at all times.
If in doubt...ask!**

Thank you,
John Stephens, Headteacher

Safeguarding our Children at Goosewell Primary School

Information for Visitors and Volunteers

We have a professional responsibility to be alerted to the threat of child abuse, to be aware of, and able to recognise different forms of abuse and to refer any suspicion of abuse to you Designated Person.

The Designated Persons are: Mr John Stephens, Mrs Anne Hampshire, Mrs S Soper and Mrs Linda Honywill

WHAT TO DO AND WHAT TO AVOID

a) **If you have concerns about a child:**

- Do let your Designated Person know immediately
- Do write up a full report for the Designated Person and retain a copy safely
- Do not discuss with anyone other than the Designated Person
- Do not examine the child
- Do not ask leading questions

b) **If a child discloses information to you:** Please inform a member of staff who in turn will inform the Designated Person. It is essential to safeguard and not to contaminate evidence in case there is to be subsequent prosecution of the perpetrator. The following guidelines will help you to avoid this.

- Do allow the child to do the talking
- Do listen to, rather than directly question, the child
- Do listen quietly and encouragingly
- Do remain calm and caring
- Do allow the child to finish
- Do explain you might have to tell someone
- Do make notes at the earliest opportunity. Use the child's own words where possible
- Do inform a member of staff
- Do write up a full report for the Designated Person and include timing setting and persons present as well as what was said. Date your report (including year). Retain a copy, safely
- Do not postpone or delay the opportunity to listen
- Do not stop a child who is freely recalling significant events
- Do not ask leading questions
- Do not allow your feelings, such as anger pity or shock to surface
- Do not make promises of secrecy
- Do not interrupt the flow of the disclosure
- Do not interpret what you have been told, just record it.
- Do not discuss with anyone other than the Designated Person

c) **Allegations of abuse by another child or young person.** Must be given the same importance as any other form of alleged abuse and referred to the Designated Person.

Follow-up

(i) In accordance with our school policy, the child's behaviour should be monitored, information collated and the Designated Person kept informed. Any change(s) observed should be reported immediately to the Designated Person.

Footnote:

It is City of Plymouth policy that if a visitor, member of staff or volunteer, feels that their referral to the Designated Person has not been dealt with to their satisfaction they have the right to refer suspected cases of child abuse directly to:

The Headteacher or

The Advice and Assessment section of Children's Social Care (01752 308600)