

Safe Working within St Michael with St Thomas CE 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 you can be visible by others.
- Do not photograph children (unless requested by school staff) exchange text messages, and phone numbers or give out 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.

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

CEO: Mrs Kirsty Tennyson

Headteacher: Miss Michelle Slingsby

Chair of School Committee: Mrs Lesley Traves

ALLEGATIONS

Any allegations should be reported to the Headteacher
Miss Michelle Slingsby

If the concerns are about the Headteacher these should be reported to the CEO Mrs Kirsty Tennyson and the Chair of School Committee—Mrs Lesley Traves



St Michael with St Thomas CE Primary

St Michael with St Thomas CE Primary School
Spinney Avenue
Widnes
Merseyside
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Tel: 0151 424 4234
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Email: stmichaelwithstthomas@three.saints.org.uk

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SAFEGUARDING PROCEDURES

Article 19 UNCRC—All children should be protected from violence, abuse and neglect

Learn, Achieve, Love Believe



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Volunteers/Visitors' Responsibility

All those who come into contact with children through their every day work whether paid or voluntary are responsible for their own actions and behaviour. You should avoid any contact which would lead any responsible person to question your motivation and intention. At St Michael with St Thomas CE Primary we all have a duty to safeguard and promote the welfare of children.

Please follow our Code of Behaviour:

- Do treat everyone with respect.-remember our school rules 'Ready, Respectful, Safe'
- 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 eg 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 any jokes that could be offensive.
- 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 the Disclosure and Barring Scheme checks (previously CRB). This is to help ensure that unsuitable people are prevented from working with children.

IDENTITY BADGES

All visitors within St Michael with St Thomas CE Primary must either wear their visitor badges 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, educational 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 conditions 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 will pass the information to the school's Designated Safeguarding Lead.

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 do not ask direct questions.
- Re-assure the child but do not make promise 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 it is not their fault.
- Stress that it was right to tell.
- Make them aware their disclosure will be reported to only those that need to know and can help.
- Record details of the disclosure immediately, including where possible the exact words or phrases used by the child. Sign and date the record.
- Report your concerns and give your written record to the Designated Safeguarding Coordinator or 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.



NOTICE TO VISITORS TO ST MICHAEL WITH
ST THOMAS CE PRIMARY SCHOOL

SWITCH OFF NOW

As part of our safeguarding policy visitors are not permitted to use mobile phones on school premises.