

*This information is designed to help everyone involved to understand the importance of working safely with children. It provides a brief introduction and we encourage you to read the school's full 'Safeguarding Children' and 'Health and Safety' policies which can be found both in the school office and on the school website.*

## **Keeping Children Safe**

**Staff can help to keep children safe by always acting in a professional manner:**

- *Always follow the School's identification and security procedures as appropriate.*
- *Avoiding being alone in any enclosed or unsupervised situation with a child as you may both be vulnerable.*
- *Be polite and friendly but professional in your relationships with children: do not have 'favourites'.*
- *Show respect for children and other adults in your conduct and in the way that you speak.*
- *Avoid personal physical contact unless required for the administration of first aid or as a regular part of your job. For example: to assist with toileting.*

**Monitor the areas you work in by:**

- *Being observant of children and adults together.*
- *Being alert to changes in children's behaviour.*
- *Being aware of children who may be displaying risky or age-inappropriate behaviours.*
- *Observing Health and Safety regulations and taking action if you see a hazard. For example: always alert somebody if you notice a spillage of liquid on the floor.*
- *Not accepting swearing, bullying or other abusive behaviours from the public when children are either involved or in close proximity.*
- *Being alert to members of the public or staff approaching, videoing or taking photographs of children who are either alone or not seemingly related to them.*

- *Reporting any such behaviours or incidents to the lead person for safeguarding or to any of the designated safeguarding officers.*
- *Seeking help from a member of the Senior Management Team or dialling 999 and asking for the police if you think that a situation presents an immediate risk of serious harm to a child. Inform the school office as soon as practicable after calling the police.*
- *Being aware of visitors on the premises. Look for them displaying appropriate identification and, if they do not, contact the school office to check their validity.*

**A child may choose to talk to you about something which concerns them. It is important to:**

- *Always take what a child says seriously.*
- *Listen but do not investigate.*
- *Encourage the child to speak to their parents or carers (if appropriate)*
- *Report factually; recording the date, time and any concerns you may have. Sign the report and speak to the designated person. They will take responsibility to inform the relevant agencies without delay.*

*It is of vital importance that you do not investigate any child protection concerns. If the issue is investigated further it might have implications for the child, potentially putting them further at risk. Any such investigations could also prejudice any future prosecution.*

*Report any concerns directly to Mr Gibson, Mrs Noble, Mrs Allen, Mrs Lynas, Miss Sunderland, or Mr Tilling.*



**Mark Tilling** DDSG – Safeguarding Governor

### **Concerns about members of staff and other volunteers:**

You may have concerns about the conduct of a colleague or other volunteer in respect of safeguarding children. It is important that you observe the points in this leaflet and inform the lead person for safeguarding or any of the designated safeguarding officers immediately. They will then act in accordance with the Local Authority's 'Managing Allegations against Staff' procedures.

If the concern is about the Headteacher, you may contact the Chair of Governors directly. Contact details are displayed in the school lobby and on the school website. You may also "whistleblow" and refer to Children's Social Care Services or the police direct.

It is not helpful to either the child or the adult if you delay or ignore the situation, however difficult it might be to take action.

### **The 'Prevent Duty':**

Since 1<sup>st</sup> July 2015, schools must have 'due regard to the need to prevent people from being drawn into terrorism'. Whilst our assessment is that this is currently a low risk for our school, it is important that, as with all safeguarding risks to children, we maintain the attitude that 'it could happen here'. If you observe behaviours that concern you with regard to radicalisation or extremism, you must take action.

- Inform the lead person for safeguarding or any of the designated safeguarding officers.
- In the event of imminent risk of serious or life-threatening harm, call 999 and ask for the police.

## **Safeguarding and Child Protection**

### **Belmont Primary School**

Information leaflet for all adults who come into contact with children and young people at Belmont Primary School.

The Designated Senior Lead for Safeguarding and Child Protection is:



**Chris Gibson**  
Headteacher

The other Designated Safeguarding Officers are:



**Sam Noble**  
DDSL  
Deputy Head



**Linda Allen**  
DDSL  
Business Manager



**Nataile Lynas**  
DDSL  
EYFS Lead



**Catherine Sunderland**  
DDSL  
Assistant Head

All adults have a duty of care towards the welfare of children and young people and we expect them to be responsible for:

- Health and safety of themselves and those in their care
- Ensuring that appropriate first aid is administered (first aiders are identified on both sites)
- General well-being
- Child protection and safeguarding of children
- Sharing information **only** with those who have a need to be informed