



Princecroft PRIMARY SCHOOL

Incorporating The Hive Nursery

Child Safeguarding Procedures & Code of Conduct

An information leaflet for volunteers and visitors to the school

January 2023

**Princecroft Primary School
Princecroft Lane
Warminster
Wiltshire
BA12 8NT**

Headteacher: Gemma Pierson

E-mail: admin@princecroft.wilts.sch.uk

THE WELFARE OF THE CHILD IS PARAMOUNT CHILDREN'S ACT 1989

CHILD SAFEGUARDING 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 Safeguarding procedures.

- In our school, the Designated Safeguarding Lead (DSL) is Mrs Gemma Pierson, Head Teacher.
- In her absence, you need to address any concerns to Miss Alex Wood (DDSL) or Mrs Monique Binns (DDSL)

There are four categories of abuse

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

It may be that you are approached by a child who wants to talk to you about something that has or is happening to them. They will tend to choose someone that they trust or know well and this will not always be their own class teacher. It maybe someone that reads with them regularly and with whom they have formed a good relationship.

There may however be occasions when you have cause for concern either about marks or bruises on a child, about something that they say or the condition that they are in at school, e.g. dirty, smelly or hungry.

Disclosure of abuse by a child

If you are approached by a child wanting to talk, you should listen positively and reassure the child. If you can try and ensure a degree of privacy, although this may not always be possible.

Whilst this can be an alarming situation to find yourself in, it is important not to let the moment pass – for every child that does finally disclose information, evidence shows that they usually tried up to 12 times before.

Helping the child when abuse is disclosed:

- Be prepared to listen and comfort.
- Do not show revulsion or distress, however distasteful the events are.
- Stay calm and controlled.
- Do not make false promises, i.e. that you will keep the abuse a secret or that the police will not be involved. Do not promise confidentiality,
- Let the child know at once that it was not his/her fault and keep restating this.

- Do not question a child; try to limit your involvement to listening. A child can be interviewed only once.
- Reassure the child that they were right to tell, even though the abuse may have happened a long time ago.
- Make them aware that their disclosures will be reported only to those who need to know and can help.
- As soon as possible write a first-hand account of what was said and done.
- Report the disclosure immediately to one of the Designated Safeguarding Leads.

It is also important to remember that it is not your responsibility to investigate suspected cases of abuse, only to report them to the Designated Safeguarding Leads.

If you have concerns about a child's welfare:

It may be that you might have concerns about a child's well-being, but they have not actually said anything to you. If such a situation arises, you should speak to one of the Designated Safeguarding Leads.

Abuse or neglect can have a damaging effect on a child's health, educational attainment and emotional well-being. If you have worked with a group of children over many weeks, you may see changes in behaviour. Such changes may not necessarily indicate that a child is suffering abuse or neglect. In some cases, those changes may be the symptoms of a hidden disability or undiagnosed medical condition, and the need to distinguish those cases reinforces the need for a careful and thorough assessment of the child and his/her needs when concerns are passed on.

It is important you do not feel afraid about passing on your concerns.

The information may be a small piece in a bigger jigsaw and help to get a better understanding of a child's predicament.

Any concerns, however seemingly trivial, should be passed onto the Designated Safeguarding Leads.

Once again, you should put your concerns in writing as well as talking to one of the Designated Safeguarding Leads.

Guidance for recording information:

You should record your concerns as soon as possible and any note should include the following:

- The nature of your concern;
- What is the evidence that led to the concern;
- What the child said (if a discussion has taken place); and,
- What you did or said in response (if a discussion has taken place).

It may be that you have a concern which feels very vague and would simply like to discuss your concerns with the Designated Safeguarding Lead, or in his absence, one of the Deputy Designated Safeguarding Leads. Please feel free to do so.

Dealing with issues of child abuse can be distressing for the adult to whom the abuse is disclosed or who has the concerns. It is very important that you talk about your

feelings after the event. However, it is also very important to remember that children's names and details 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 any queries regarding the information in this leaflet, or require further clarification of any points, please do not hesitate to contact Mrs Gemma Pierson, Head Teacher.

Code of Conduct Summary

- Provide a good example and a positive role model to pupils.
- Behave in a mature, respectful, safe, fair and considerate manner.
- Do not discriminate favourably or unfavourably towards any child.
- Ensure that your relationship with pupils remains on a professional footing.
- Mobile phones should not be used in school when children are present.
- Photographs and recordings should only be made on school equipment.
- Report any suspicions of on-line abuse immediately to the Designated Safeguarding Lead or Deputy Designated Safeguarding Leads.

Designated Safeguarding Lead:
Mrs Gemma Pierson

Designated Deputy Safeguarding
Leads:
Miss Alex Wood
Mrs Monique Binns

Child Safeguarding Governor
Mrs Sue Allen

Tel: 01985 212704