

In our school adults help to keep children safe. Adults include teachers, teaching assistants, volunteers and lunchtime supervisors. Here are a few ways they do this:

All the adults in our school have the responsibility to keep children safe and protect them from harm. Sometimes they may need to speak to other people to do this.

Leading assemblies about keeping safe and this includes inviting visitors such as the NSPCC to talk to the children.

Mrs Ballance, our Learning Mentor, is always there to make sure children feel safe, especially at playtimes. Grown ups can talk to her too.

There is a rainbow room where Miss Hutchinson will work with children who need any extra support and help, especially with managing and sharing their feelings and emotions.

At playtimes and lunchtimes, if children are worried they can speak to a buddy or mediator who will help them solve their problems. There is also a quiet zone children can go to during lunchtimes.

Through the RHE curriculum, children learn about different relationships and friendships and also how to keep their body and mind healthy.

We have school rules to keep children safe at all times, especially on the computers. It is important that children know what to do if they feel unsafe online.

#### Safe Recruitment and Selection of Staff

Our school is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and visitors to share this commitment. All posts are exempt from the Rehabilitation of Offenders Act, therefore all convictions must be declared. Providing false information is an offence. Appointed staff, governors, regular volunteers and trainees have identity, qualification and disclosure and barring checks and have been successfully cleared to work with children.

#### Staff Conduct

If you are concerned about the conduct of a member of staff following an observation or allegation, you must do the following:

- Immediately inform the Headteacher, Mrs Amy Stone
- In their absence, immediately inform the Assistant Headteacher Miss Leanne Hargrave

If you have concerns about the Headteacher please speak to the Chair of Governors (see poster in staffroom).



## Normanton All Saints CE (A) Infant School

### Safeguarding Statement

Through our day-to-day contact with pupils and direct work with families, staff have a crucial role to play in noticing indicators of possible abuse or neglect. Parents should be aware, therefore, that where it appears to a member of staff that a child may have been abused, the school is required, as part of local child protection procedures, to report their concerns to social services immediately.

The Headteacher is the designated teacher responsible for child protection. The Chair of governors is the designated governor responsible for child protection.

***It is everyone's responsibility to safeguard all pupils.***

**Safeguarding information for visitors to the school.**

***A warm welcome to our wonderful school.***

NSPCC helpline-

0808 800 5000

Social Care Direct-

0345 850 3503



## Safeguarding

### Helping Hand

When you visit school today you will need to know who to go to if you have a concern about a child or about safeguarding within our school.

The safeguarding team are always available so if you would like to speak to them at any point during your visit please do not hesitate to do so. If you have any concerns you must pass these on immediately.



This is our 'Helping Hand' if you feel worried about something come and find one of our friendly faces on our helping hand and we will help you!

We will always be here to listen to you and to help. Sometimes we may have to talk to other people to help keep you safe.

#### Our Safeguarding team

Designated Safeguarding Lead: Mrs Amy Stone, Headteacher

Deputy Designated Safeguarding Leads:

Miss Leanne Hargrave, Acting Headteacher/Assistant Headteacher

Mrs Ellena Dixon, Acting Assistant Headteacher

Mrs Elizabeth Bellis, SENDCO, Nursery Lead

Mrs Sarah Ballance, Learning Mentor

Mrs Natalie Anderson, Early Years Lead

### All visitors, including volunteers, must:

- Sign in and out at the main school office.
- Wear the badge given on entry at all times whilst on the school site, and return this to the main office when leaving the building.
- Remain under the supervision of a designated member of staff whilst on site (unless given a blue lanyard- school DBS checked)
- Store personal belongings away safely (please ask a member of staff if unsure where to store)
- Work with children in the designated spaces given by school staff
- Understand the need to be professional at all times and the need for confidentiality.
- Not use mobile phones within the school. The use of phones to take photographs is not permitted.
- In the event of a fire alarm, please leave the building through the nearest fire exit (identified by a green exit sign) and assemble on the main school playground.

### If a child makes a disclosure to you, remember to:

- React calmly
- Listen carefully to the child
- Explain that you have to pass on the information
- Do not ask leading questions or make judgements. Clarify what the child has said if you feel you are unsure.
- Reassure the child that they have done the right thing in speaking to someone.
- Record on a red form (ask any member of staff) how and what the child said, the date, time and anything you said and pass this to Mrs Stone or a member of the helping hand immediately.

*Safeguarding is everyone's responsibility*