

Safe working Practice within

Dane Bank 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 others.
- Ensure that when working with individual children, the door is left open, or that you can be visible to others.
- Avoid being 'overly familiar' with children or discussing overly personal information about yourself.
- Do not photograph children (unless requested by the school staff), exchange emails, text messages or give out your own personal details.
- Do not receive or give gifts unless arranged through school.
- Only touch children for professional reasons or when this is necessary and appropriate for the child's wellbeing or safety.

Allegations against staff, volunteers or visitors

Any allegations should be reported immediately to the Headteacher.

Mrs Joanne Lennon

If the concerns are about the Headteacher, please inform the Chair of Governors:

Mr Dave Pilkington. dh.pilkington@gmail.com

At Dane Bank Primary School, we are committed to safeguarding and promoting the welfare of children.

We expect everyone to share this commitment.

Designated Safeguarding Lead:

Mrs Helen Clarke
(Deputy Headteacher)



Deputy Designated Safeguard Lead:

Mrs Joanne Lennon
(Headteacher)



Safeguarding Governor:

Mr Dave Pilkington

Everyone has a responsibility to make sure that children within Dane Bank are safe.

**The welfare of our children is paramount
`EVERY CHILD MATTERS`**

Please do not:

- Decide to do nothing
- Leave the premises without telling anyone your concerns

A copy of our Child Protection & Safeguarding Policy can be found in the staff room.



**Dane Bank
Primary School**

Child Protection & Safeguarding Summary

**Keeping our children safe and
happy**

An information leaflet for
staff, volunteers and visitors

Dane Bank Primary School
Thornley Lane South
Reddish
Stockport
SK5 6QG

0161 336 5896

Responsibilities of Staff, Volunteers and Visitors

All those who come into contact with children, are responsible for their own actions and behaviour. You should avoid any contact which would lead any reasonable person to question your motivation and intention.

At Dane Bank Primary School, we all have a duty to safeguard and promote the welfare of all our children.

We have a code of conduct for adults in school.

Please follow these key points from this:

- Staff must ensure their approach is child-centred with a focus on the best outcomes for that child.
- Staff must maintain professional relationships with pupils at all times.
- Physical relationships with pupils are strictly prohibited.
- Pupils/ students should only be contacted by staff via the school's approved mechanisms. For the avoidance of doubt, staff must not provide pupils/students with personal email addresses, telephone numbers or befriend them on personal social media accounts. If staff require further clarification, please contact the Headteacher.
- If staff are contacted by students/ pupils via an inappropriate route, they must report this to the Headteachers immediately.

DBS Checks

All staff, including supply staff, regular visitors and volunteers, are subject to Disclosure and Barring Service (CRB). This is to help ensure that unsuitable people are prevented from working with children.

Visitor Book

All visitors will be asked to sign in via the visitor book at the School Office and confirm the nature of their visit. A visitor badge will be issued which must be worn at all times. They will be expected to wait in the secure reception area until being taken to the appropriate part of the school.

What to do if you are worried about a child?

Abuse (physical, sexual, emotional) or neglect can have a damaging effect on a child's health, educational attainment and emotional wellbeing.

Be aware that some changes in a child's behaviour may not necessarily indicate that a child is suffering from abuse or neglect. In some cases, those changes may be symptoms of hidden disability, undiagnosed medical conditions or changes in medication.

If you have concerns about a child:

If you have concerns about a child whilst on site, please report them immediately to the DSL/Deputy DSL. If you can not report to them, please report to the child's Class Teacher.

Any disclosure made by a child should be recorded verbatim and then reported.

Any notes made of an incident/issue should then be given to a member of staff for appropriate record-keeping.

Disclosures of Abuse by a Child

- Whilst this can be an alarming, it is important to know what to do and for you to stay calm and controlled.
- Listen to what is being said rather than ask questions.
- Allow the child to talk freely and accept what is being said.
- Reassure the child, but do not promise confidentiality.
- Do not interrogate the child or ask leading questions.
- Reassure the child that it is not their fault, and stress that it was right to tell.
- Make them aware that their disclosure will be reported only to those who need to know and who can help.
- Record details of the disclosure immediately, including the exact words and phrases used by the child.
- Sign and date the record.
- Give your written record to the Designated Safeguarding Lead as soon as possible.

If you have been affected by the issues raised and wish to discuss it further, please speak to the Headteacher.

Disclosures are **confidential** and should not be discussed with anyone else apart from **relevant** school staff. These discussions should always be conducted in private.