

Hollymount School

SAFEGUARDING CHILDREN PROCEDURES

As a visitor in our school, either as a volunteer, contractor or someone who is working with our children it is important that you are aware of our safeguarding children procedures.

Our children's wellbeing is our highest priority. It is important that all adults in school know what to do if they have any concerns about a child and avoid any situation that may put a child and themselves at risk.

There may be times when you have cause for concern. This could be marks or bruises, something a child says or the condition that they are in at school. E.g. hungry or lacking personal hygiene.

You may be approached by a child who wants to talk to you about something that has or is happening to them.

Children tend to choose someone they trust or know well.

In every case you should discuss concerns with one of the designated safeguarding leaders

Identity badges

All visitors within Hollymount School must wear their visitors badge received from Reception and their agency / school's identity badge. Any adults without a badge will be challenged.

Looking for abuse.

There are four categories of abuse

- **Physical**
- **Sexual**
- **Emotional**
- **Neglect**

Some are obvious to spot- others may be well hidden.

If you have worked with a group of pupils for some time, you may see changes in behaviour. Some changes may not necessarily indicate that a child is suffering abuse or neglect. However it is important you pass on concerns however trivial to the safeguarding co-ordinator as this information may be a small piece in a bigger picture.

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 rather than ask direct questions.
- Re-assure the child, but do not make promises 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 the child or ask leading questions.
- Re-assure the child that it is not their fault.
- Stress that it was right to tell.
- Make them aware that their disclosure will be reported only to those that need to know and can help.
- Record details of the disclosure immediately, including wherever 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 Leader / 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.

Recording information.

Any concerns should be reported to the class teacher or designated officer as soon as possible and recorded on a Concern Form.

(All class teachers will have these)

Any notes should include

- Nature of your concern
- Evidence which led to your concern
- What was actually said by the child
- What you did/ said
- Your name, signature and date.

It is not your responsibility to investigate any suspected cases of abuse but to pass on the information to the designated persons

It may be that you have a concern which feels vague. Please discuss this with the designated safeguarding leaders Mrs Hussain and Miss Pritchard who will then be able to advise you further.

Protecting yourself.

Visitors to the school should ensure that anything they say or do with children is done openly and with the knowledge of staff in school.

Do remember that other people could misinterpret your actions no matter how well intended.

- Please ensure that you sign in and out in the appropriate book.
- Please collect a visitors badge from the school office
- If you have a CRB/DBS make sure the school office has a record of this.
- If you do not have a CRB/DBS please make sure staff are aware so appropriate precautions are taken.
- Always make sure that a member of staff knows where you are working
- Do not engage in inappropriate behaviour or contact- please see Appropriate Conduct Policy (situated in the reception area)
- Do not join in with children's contact games
- Do not make suggestive remarks or use inappropriate language
- Do not take children into a room on your own
- Do not make direct contact with children you have met in school by phone, email letter or social networking sites.
- 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 the door is left open, or that you can be visible to others.
- Do not photograph children (unless requested by the school staff) exchange emails, text messages, and phone numbers or give out your own personal details.

Remember anything you say or do could be misinterpreted.

ALLEGATIONS

- Any allegations should be reported to the Headteacher.
- If the concerns are about the Headteacher please inform the Chair of Governors.

HOLLYMOUNT SCHOOL



A Guide for volunteers and visitors

SAFEGUARDING PROCEDURES

If you have any queries regarding the information contained in this leaflet please contact our Designated Safeguarding leaders

Mrs Hussain and Miss Pritchard

Our governor responsible for safeguarding is **Mrs Harkin** and can be contacted through the school office.