

### Safe Working within Rectory Farm Primary School

- Provide a good example and be a positive role-model by being respectful, fair and considerate to all.
- Treat all children equally.
- Ensure that when working with individual children that you can be visible to others.
- Do not photograph children or exchange contact details.
- Do not receive or give gifts unless arranged through school
- Only touch children for professional reasons and when this is necessary for the child’s well being and safety.

### We are committed to safeguarding and meeting the needs of all of our children.

Designated Safeguarding Lead: **Mrs S Heslop** Headteacher



Deputy Safeguarding Leads :

**Ms Sam Llewellyn** Family Support Worker



**Mrs S Hughes** – Deputy Head Teacher



Rectory Farm’s School Governor with responsibility for Safeguarding is **Mrs Chris Newton**

### Allegations

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



Everyone has a responsibility to make sure that children at our school are safe. It is important that you tell us about your concerns; no issue is too small.

Rectory Farm Primary School

# SAFEGUARDING PROCEDURES

September 2018 – July 2019



**Rectory Farm Primary School**  
**Olden Road**  
**Northampton**  
**NN3 5DD**  
**01604 411820**

### Identity Badges

All visitors must wear their RFPS visitor badge whilst on site.

## **Volunteers' and Visitors' responsibilities**

All those who come into contact with children through their everyday work whether paid or voluntary are responsible for their own actions and behaviour.

You should avoid any contact with children which would lead any reasonable person to question your motivation and intention.

At Rectory Farm Primary School we have a duty to safeguard and promote the welfare of our children as well as to protect adults from potential allegations.

## **Please follow our Code of Behaviour**

- Do treat everyone with respect.
- Do provide an example you wish others to follow.
- Do ensure that you are in sight or hearing of other people at all times.
- Do provide a caring atmosphere, and allow children and adults to feel comfortable to point out attitudes and behaviours that they do not like.
- Do respect a child's right to personal privacy.
- Do not jump to conclusions without checking facts.
- Do not permit abusive activities e.g. bullying/ridiculing.
- Do not join in with physical contact games, make inappropriate comments or speak inappropriately with children.
- Do not make suggestive remarks, gestures, or make sexist, racist or homophobic comments.

## **DBS Certificates**

All staff, including supply staff, regular visitors and volunteers are subject to Disclosure and Barring Service (DBS) certificates. This is to help ensure that unsuitable people are prevented from working with children. Advice about DBS certificates is available from the school office.

## **Screening Document**

Infrequent visitors will be asked to read this booklet and sign to agree to comply with our Child Protection Procedures, to follow the Code of Behaviour and to agree to disclose all criminal convictions, spent or not.

## **WORRIED ABOUT A CHILD?**

Abuse (physical, sexual, emotional) or neglect can have a damaging effect on a child's health, educational attainment and emotional well-being. If whilst working with a child you become concerned about:

- comments made by a child
- marks or bruising on a child
- changes in a child's behaviour

..please report these to the class teacher or to one of our Designated Safeguarding Leaders. They may ask you to support them in completing a safeguarding record.

## **Disclosure of abuse by a child:**

It is important to know what to do should a disclosure be made.

Please stay calm and controlled and follow this guidance:

- Listen to what is being said without displaying shock or disbelief.
- Accept what is being said.
- Allow the child to talk freely, listen to them.
- Do not interrogate the child or ask leading questions (Use TED – Tell, Explain, Describe)
- Reassure the child that it is not their fault and that it's their right to tell.
- Reassure the child but do not make promises that might not be possible to keep.
- Do not promise confidentiality. Explain to the child that you have to tell their teacher or Headteacher in order that you can help them.
- 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, include the exact words or phrases used by the child and give the record to one of the DSLs.

*It is important to remember that children's details and names must remain confidential and that any discussion you feel you need to undertake does not allow the child to be identified to anyone else.*