





## Safeguarding Statement

We are committed to safeguarding and promoting the welfare of children. This requires all staff, volunteers and visitors to share this commitment. All staff have received and read the appropriate sections of Keeping Children Safe in Education (DfE)

This leaflet contains information about our expectations while visiting the school. If you are unclear about anything in it please ask.

Please keep the leaflet in a safe place so that you can read it again if you need to. If you are concerned about the safety of any child in our school, you must report this to one of the following staff

	Mrs Waterfield –Lead DSL	
	Mr Cook – Deputy DSL	
In the very unlikely event neither of the above DSLs are not available please report to one of the below alternative DSL's		
		
Mrs Ottolangui (Monday-Wednesday)	Mrs Gregson SENCO (Thursday & Friday)	Anne Oakley DSL for THE PLACE
Speak to the office for contact details for the Safeguarding Governor.		

## Online Safety

Safeguarding advice also applies to the use of the internet and social media sites. Please follow the procedures on this leaflet if you have any concerns.

## What Do I Do if I am Worried About a Child?

If you become concerned about a child you must inform the Designated Safeguarding Lead (DSL), Deputy Designated Safeguarding Lead AS SOON AS POSSIBLE and before leaving the site.

- If you feel that a child may be at risk of harm but are not sure then inform the Designated Safeguarding Lead immediately who will offer advice and take appropriate action.
- Child abuse happens to all children regardless of gender, culture, religion, social background and those with or without a disability.
- A copy of the school's Safeguarding Policy including Child Protection is available from reception on request.

## What Do I Do if A Child Discloses They Are Being Harmed?

- React calmly
- Listen carefully to the child, particularly what is said spontaneously
- Do not promise confidentiality. Explain to the child that you may need to pass on the information if you are worried about their safety.
- You may clarify what the child is telling you but as soon as your concern is confirmed ask no further questions as further enquiries may be compromised.

- Reassure the child that they have done the right thing. Record carefully what the child says in their words including how and when the account was given. Date, time and sign the record. Pass this on to the one of the staff listed in this leaflet

## Types of Harm

Everybody has a responsibility to keep all children under the age of 18 safe and applies to both the home and school environment. Harm is identified in four ways:

**Physical**—This is when a child is deliberately hurt or injured

**Sexual**—This is when a child is influenced or forced to take part in a sexual activity. This can be a physical activity or none physical, e.g. being made to look at an inappropriate image.

**Emotional**—This is when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence

**Neglect**—This is when a child is not being taken care of by their parents. It can be poor hygiene, poor diet, and not keeping appointments for additional support, not coming to school or being left home alone.

**Extremism and Radicalisation**-The holding of extreme political or religious views.

### Peer on Peer abuse or inappropriate behaviour

If you hear or see anything that gives you any concern, please report it as a safeguarding concern.

### Staff Conduct

If you are concerned about the conduct of a member of staff following an observation or disclosure the following actions must take place:

- Immediately inform the Head teacher.
- In their absence, immediately inform the Deputy Head teacher, Mr Cook

### Keeping Yourself Safe

- Be professional. Be careful how you interact with or speak to a child, the child may interpret it differently.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- Avoid being on your own with a child, always ensure that a door is open and that you are visible to others.
- It's best not to do anything for a child that he or she can do for him or herself.
- If you have concerns about the conduct of staff, it is your responsibility to inform the head teacher.
- If you have concerns about the conduct of the head teacher, it is your responsibility to inform the safeguarding governor.

- Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident time and date it and pass it on to the Head teacher or Deputy Head teacher
- Remember... if in doubt... REPORT IT

### Visitor Procedures

- All visitors **must** sign in at Main Reception.
- All visitors will be issued with an appropriate sticker or pass which must be displayed at all times whilst on the site.
- Visitors without a DBS check will be supervised at all times.
- Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, when possible, to avoid disappointment.
- Visitors must not use a smart phone or camera on site.
- Visitors **must** sign out at the Main Reception and return their visitor sticker and/ or pass.

### Evacuation

Please follow the instructions on posters, leaving through the nearest available exit and meet on the playing field.



## Arden Grove Infant and Nursery School



## Safeguarding and Health & Safety Leaflet for all visitors