

## Safe working practice within our school

Staff are expected to adhere to the school's Code of Conduct and to maintain a professional manner at all times. All adults have a responsibility to be a positive role model by being respectful, fair and considerate to all by:

- Treating all children equally
- Ensuring that when working with individual children the door is left open, or that you are visible to others
- Respecting a child's right to personal privacy
- Never allowing abusive peer activities, remarks or gestures
- Never using personal equipment to photograph children
- Never exchanging gifts unless approved by the school

Remember someone else might misinterpret your actions. Be aware your good name is not enough to protect you.

Staff must report any concerns about staff conduct around children to the Headteacher. As in all schools, if there are concerns about the conduct of the Headteacher, then these should be shared with the Chair of Governors. The staff 'Whistleblowing Policy' has been discussed and adopted and all staff have access to this document.

Concerns about staff members will be reported to the Local Authority Designated Lead:

**Anthony Goble** Tel: 01823 359029

## Important Key Contacts

Designated Safeguarding Lead:

**Mrs V Withers**

Tel: 01749 860329

Deputy Designated Lead

**Miss J Crook**

Tel: 01749 860329

Safeguarding Governor

**Mrs K Webber**

### Other Useful Contacts

|                                 |               |
|---------------------------------|---------------|
| Children's Social Care Services | 0300 123 2224 |
| Police                          | 999           |
| NSPCC                           | 0808 800 5000 |
| ChildLine                       | 0800 1111     |

**Everyone has a responsibility to make sure that children within our school are safe**

# Safeguarding at Ditcheat



**At Ditcheat Primary School  
we are committed to  
safeguarding and  
promoting the welfare of  
children. We expect  
everyone to share this  
commitment.**

## What is Child Protection?

Child Protection is the process of protecting children and young people who have been identified as suffering, or likely to suffer harm as a result of abuse.

### Types of Harm

**Physical:** Where a child's body is deliberately hurt or injured, by an adult or other child

**Sexual:** Where adults use children, or their images, to satisfy sexual desires; other children can also be abusers

**Emotional:** Where children may be deprived of love, continually shamed and taunted, given responsibility beyond their years, or witness the ill treatment of another

**Neglect:** A persistent failure to meet a child's physical, emotional and/or psychological needs.

## What is Safeguarding?

Safeguarding is the action taken to keep all children safe by:-

\* Protecting them from harm

\*Ensuring that they are safe and well looked after

\*Taking action so that all children are able to grow up in a safe environment

**All children have the right to be protected from harm**

## What are our responsibilities at

### Ditcheat Primary School?

The Designated Safeguarding Lead must ensure:

- That everyone working in our school has successfully completed the necessary clearances to enable them to work with children
- That all staff members are regularly trained to deal with issues around child protection and safeguarding.
- We have staff members and governors who are specifically trained and nominated within the school as the Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead
- We have policies and procedures in place that contribute to our safeguarding commitment
- We have a visitors' book which must be signed by all visitors, confirming the nature of their visit.
- **All staff and adults have a responsibility to make sure that children at Ditcheat Primary School are safe; all children have a right to be protected from harm.**

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**The welfare of children is of paramount importance**

## What do you have to do if you are worried about a child?

You RECORD AND REPORT:

- Respond without showing any signs of disquiet, anxiety or shock.
- Enquire casually about how an injury was sustained or why a child appears upset.
- Confidentiality must not be promised to children, young people, or adults in this situation.
- Observe carefully the demeanour or behaviour of the child or young person.
- Record in detail what has been seen and heard.
- Do not interrogate or enter into detailed investigations: rather, encourage the child or young person to say what he wants until enough information is gained to decide whether or not a referral is appropriate.
- **Then report to the Designated Safeguarding Lead or other specifically trained nominated staff**

**Doing nothing is not an option.**

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**Families have a right to expect schools to provide a safe environment for children**