

## Recording information

Any concerns should be reported to the class teacher or designated lead as soon as possible and recorded on a concern form (all class teachers will have these).

Any notes should include:

1. Nature of your concern
2. Evidence which led to your concern
3. What was actually said by the child
4. What you did or said
5. Your name, signature and date

**It is not your responsibility to investigate any suspected cases of abuse. You should pass on the information to the designated persons.**

Arnside National CE Primary School  
Church Hill  
Arnside  
Carnforth  
Lancs  
LA5 0DW

Tel: 01524 761159

Email: [admin@arnside.cumbria.sch.uk](mailto:admin@arnside.cumbria.sch.uk)

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 visitor's badge from the school office
- ⇒ If you have a DBS check, make sure the school office has a record of this.
- ⇒ If you do not have a DBS check, please make sure staff are aware of this so appropriate precautions are taken.
- ⇒ Always make sure that a member of staff knows where you are working.
- ⇒ Always engage in an appropriate manner.
- ⇒ Do not join in with children's contact games or pick children up.
- ⇒ Do not make suggestive remarks and always use appropriate 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 media.
- ⇒ Do not take photographs without school permission

*If you are concerned about anything, always contact a member of staff and discuss the situation.*

### 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.**



**Safeguarding  
Information**  
For adults, volunteers  
and visitors



## Safeguarding children procedures

As a visitor to the school, either as a volunteer, contractor or someone who is working with our children, it is important that you are aware of our safeguarding 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 due to marks or bruises, something a child says or the condition that they are in at school i.e. 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 our designated safeguarding leads:**

### Designated safeguarding lead

Mr N Sharp—Headteacher

head@arnside.cumbria.sch.uk

### Deputy safeguarding lead

Miss K Morris—SENDCo

01524 761159

### Safeguarding Governor

Father Andrew Norman

andrew.norman@arnside.cumbria.sch.uk

“Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children”

**Keeping Children Safe in Education**

## Disclosure from a child

- *Stay calm and controlled*
- *Be prepared to listen*
- *Do not make judgements*
- *Do not show revulsion or distress*
- *Do not make any promises*
- *Do not promise confidentiality. Make sure they know you have to report concerns to people who can help*
- *Make sure that names and details are not revealed to anyone outside school*
- *Reassure the child that they have done the right thing to tell*

If you are approached by a child wanting to talk, you should listen positively and reassure the child. Find a quiet place to listen and make sure you tell another adult what you are doing.

Dealing with issues of child abuse can be very distressing but it is important to remember that children's names and details must remain confidential.