At Balshaw's High School, we are committed to safeguarding and promoting the welfare of children. We expect everyone to share this commitment.

Safe working with Balshaw's High School

- Provide a good example and be a positive role model..
- Treat all children equally, never build a special relationship or favour a particular child above others.
- Ensure when working with individual children that you are visible to others.
- Do not photograph children (unless express permission has been sought and granted) or exchange any personal information.
- Do not receive or give gifts unless arranged through the school.
- Only touch children for professional reasons and when this is necessary and appropriate for the child's well-being and safety.
- Never engage online with children and do not give out any contact details.

Allegations

- **Any allegation should be reported immediately to the Headteacher**
- **If the concerns are about the Headteacher, please inform the Chair of Governors or any other nominated safeguarding teacher/governor.**

Who to speak to if you are concerned about a child at Balshaw's High School

Mrs A Wilson (Deputy Headteacher) Designated Safeguarding Lead (DSL)

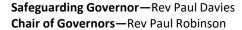**Mr S Haycocks** (Headteacher) Deputy Designated Safeguarding Lead (Deputy DSL)

Mrs C Leathard (Head of Cuerden House) Deputy Designated Safeguarding Lead (Deputy DSL)

Safeguarding Governor—Rev Paul Davies
Chair of Governors—Rev Paul Robinson

Everyone has a responsibility to make sure that children within Balshaw's High School are safe, as

'Every Child Matters'.

Please do not;
- Decide to do nothing.
- Leave the premises without telling any staff member of your concerns

Balshaw's
Church Of England High School

Safeguarding Our Children

An information and advice leaflet for visitors to school for the protection of everyone

SAFEGUARDING CHILDREN

Keeping Children Safe

In line with Keeping Children Safe in Education September 2024 we do everything possible to prevent people who pose a risk of harm from working with children in our school. We adhere to Safer Recruitment and Selection guidelines. We incorporate measures into our recruitment and selection procedures that help to deter, reject or identify people who may abuse children or who are otherwise unsuited to work with them.

We can all play a part in keeping children safe whilst working on or visiting the school site. This is whether you are directly employed by the school, or working as a contractor or sub-contractor, or a volunteer.

Keeping Ourselves Safe

Everyone who comes into contact with children, whether paid or voluntary are responsible for their own actions and behaviour. You should avoid any contact which would lead any reasonable person to question your motivation and intention.

We must also take steps to keep ourselves safe. Our actions can sometimes be perceived in a way that was not intended. We want to promote safe working practices for everyone on the school site, whatever your role. To keep yourself safe please follow our Code of Conduct.

✓ **Do treat everyone with respect;**
✓ **Do provide an example you wish others to follow;**
✓ **Do plan activities so that they may involve more than one person or at least in the sight of others;**
✓ **Do respect a child's right to personal privacy;**
✓ **Do remember that someone else may misinterpret your actions however well intentioned;**
✓ **Do not make inappropriate comments or have inappropriate banter with children;**
✓ **Do not jump to conclusions without checking facts;**
✓ **Do wear your visitors' badge/lanyard (security pass system) at all times;**
✓ **Do be aware that verbal interaction with students may be interpreted by them as offensive or as harassment even if this was not your intention;**
✓ **Do report any unacceptable/inappropriate behavior from a student;**
✓ **Do be aware that contact made outside of the school environment as a result of you coming into contact with a student whilst you are on a school site, may have an impact on your employment.**
✓ **Do not believe it could not happen to you … it could!**

✗ Do not respond to verbal or physical contact from students. If this occurs, or you have any other concerns about student behaviour, then report it to the member of school staff who is working with you.

✗ Do not give any personal information to any student, for example your name, address, telephone or mobile number, email address or personal websites. Do not accept or respond to a student attempting to give you personal information, for example their name, address, telephone or mobile number, email address or personal websites;

✗ Do not make personal comments, judgements or observations about a student's behaviour, background or family. Never make a comment to a child that you would not make in front of another adult or a member of the child's family.

✗ Do not be in an unsupervised one to one situation with a student.

Worried about a child?

Abuse (physical, sexual, emotional) or neglect can have a damaging effect upon a child's health, education, attainment and emotional wellbeing.

Changes in a child's behaviour may not necessarily indicate a child is suffering abuse or neglect. However, if whilst working with a child you become concerned, please report these concerns to the class teacher immediately.

Disclosures 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.

• Stay calm and controlled; listen to what is said without showing shock or disbelief.
• Accept what is being said.
• Allow the child to talk freely, listen rather than direct by asking questions.
• Reassure but do not make promises you cannot keep.
• Explain that you will talk to the Designated Safeguarding Lead (Mrs Wilson) so that they can help.
• Do not ask leading questions or interrogate.
• Stress that talking was the right thing to do.
• Record details immediately and attempt to use the exact words or phrases used by the child; sign and date this.
• Immediately report your concerns and give any written information to the Designated Safeguarding Lead or Deputy.
• It is important to remember that children's details must remain confidential and within school.