



Child protection and safeguarding – a guide for staff and visitors

At Boarshaw Primary we recognise that safeguarding and promoting the welfare of children is everybody's responsibility and that the best interests of the child are paramount. As everyone who comes into contact with children and their families has a vital role to play.

We maintain an attitude that 'it could happen here' where safeguarding is concerned therefore, the school aims to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote children's welfare
- All staff are aware of their statutory responsibilities with respect to safeguarding
- Staff are properly training in recognising and reporting safeguarding issues

Safeguarding Team

Designated safeguarding lead:
Mrs Jackie Harland (Head Teacher)

Deputy Designated Safeguarding leads:
Mrs Abigail Facchin (Deputy Head)
Mrs Lisa Thackway (SLT)
Miss Sadia Riaz (SLT)
Miss Nicola Wilson (SLT)
Mrs Sarah Crowther (SLT)

Governor for safeguarding:
Ms Rebecca Sharman

Early Help lead:
Mrs Amanda Evans

Visitor Procedures

- Must sign in at the main office on arrival
- Must read information provided
- Visitors will be given a pass on a red lanyard, this must be worn at all times. Staff lanyards are blue.
- Non DBS visitors will remain under the supervision of the designated member of staff whilst on site
- Visitors must sign out and hand the pass back to office staff before leaving site.
- You may be challenged by staff, they may ask who you are and who you are here to see.

Staff Procedures

- Sign in and out on Inventory, wear your staff lanyard
- If you have ANY safeguarding concerns, report them as soon as possible to the DSL. In her absence, report it to a DDSL.
- Record the concerns on CPOMS in a timely manner

Keeping yourself safe

- Be professional, be careful how you interact with the children
- Avoid physical contact with a child, unless you are preventing them from immediate harm
- Avoid being on your own with a child, ensure the door is open and you are visible to others
- Always tell a member of the safeguarding team if a child discloses something of concern to you, you notice any concerning marks on their body, is acting in a way different to usual, is behaving inappropriately towards you. You will be asked to write the concerns down, date and sign the document
- Never make contact with a child via any social networking sites
- Do not use your mobile phone in the presence of pupils. If you need to use your phone, you must go to the staffroom or carpark. They must not be use in lessons or when with pupils.
- Do not take photos or recordings of pupils or staff on your own device

Remember;

- safeguarding is everyone's responsibility
- be vigilant
- report any concerns to a member of the safeguarding team
- if in doubt, ask