

Safe Working at Castle Hill Primary School

- Provide a good example and be a positive role-model by being respectful, fair and considerate to all.
- Treat all children equally never build 'special relationship' with a particular child above all others.
- Ensure that when working with individual children, that the door is left open, or that you can be visible to others.
- Do not photograph children (unless requested by the school staff) exchange emails, text messages, and phone numbers or give out your own personal details.
- Do not receive or give gifts unless arranged through school.
- Only touch children for professional reasons and when this is necessary and appropriate for the child's wellbeing and safety.

Signing In and Identity Badges

All visitors within Castle Hill Primary School will be asked to sign in using the appropriate signing in book so we can keep a record of all visitors. All visitors will be given a visitor badge when they sign in. This is so they can be identified around the school as a visitor. Any adults without a badge will be challenged.

We are committed to safeguarding and meeting the needs of all our children.

Whole School Designated Safeguarding Lead: Ms R Willmough - Deputy Head

Deputy Lead - Miss S Wheble Head of Early Years

Deputy Lead - Mrs T Lund Head of Year 6

The Chair of Governors & Governor with responsibility for safeguarding at CHPS - Mr B Dixon

At Castle Hill Primary School, we are dedicated to safeguarding the welfare of children and young people and expect all those working and volunteering on the school site to share this commitment.

Allegations

- Any allegations should be reported to the Senior Management Team and Designated Safeguarding Lead (DSL)
- If the concerns are about the Head teacher please inform the Chair of Governors.

Everyone has a responsibility to make sure that children within Castle Hill Primary School are safe, as 'Every Child Matters'.

PLEASE DO NOT:

Decide to do nothing or leave our school without telling anyone.

Castle Hill Primary School

Safeguarding Procedures

September 2016—July 2017



CASTLE HILL PRIMARY SCHOOL
— EVERY CLASS WORLD CLASS —

Castle Hill Primary School

Website: www.castlehillprimary.net

email: admin@chjs.net

Tel: 01256 473777

Volunteers / Visitors Responsibility

All those who come into contact with children through their everyday work 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. At Castle Hill Primary School we all have a duty to safeguard and promote the welfare of our children.

Safeguarding is:

- **Protecting** children from maltreatment
- **Preventing** impairment of children's health or development
- **Ensuring** children are growing up in circumstances consistent with the provision of **safe and effective care.**
- **Taking action** to ensure all children have the best outcomes

What you could say

- Thank you for sharing that with me
- You have done the right thing
- I need to make sure you are safe and I want to help so this is what I am going to do next
- I have to speak to
- I will get back to you

Things to DO

- DO take what the child says seriously
- DO give the child your undivided attention
- DO inform the child you need to share the information with someone else
- DO let the child give their own account
- DO clarify with open questions if necessary
- DO ask the child if they have told their parents
- DO tell the child what will happen next
- DO check if the child is in need of medical attention
- DO show concern and support but try not to show emotions
- DO ensure the child doesn't have repeat information to numerous professionals in school
- DO make a careful record of what was said
- DO keep any notes you made at the time.

Things NOT to do

- DON'T promise to keep things to yourself
- DON'T ask leading questions
- DON'T place fault or blame
- DON'T ask 'why'
- DON'T promise it will be alright

DBS Certificates

All staff, including supply staff, regular visitors and volunteers are subject to Disclosure and Barring Service (DBS) certificates. This is to help ensure that unsuitable people are prevented from working with children. Advice about DBS certificates is available from the school office.

Please follow our Code of Behaviour:

- Do treat everyone with respect
- Do provide an example you wish others to follow
- Do remember that someone else might misinterpret your actions, no matter how well intentioned
- Do plan activities so that they may involve more than one person or at least are in sight or hearing of others
- Do act as an appropriate role model
- Do provide access for children and adults to feel comfortable enough to point out attitudes and behaviours they do not like, and try to provide a caring atmosphere
- Do not jump to conclusions without checking facts
- Do not permit abusive activities e.g. ridiculing
- Do not play physical contact games, make inappropriate comments or have inappropriate banter with the children
- Do not make suggestive remarks, gestures or tell sexist, racist or homophobic jokes
- Do not believe it could not happen to you