

At Heyhouses Endowed C.E. Primary School, we are committed to safeguarding and promoting the welfare of children. We expect everyone to share this commitment. Safe working at Heyhouses CofE Primary School







- Provide a good example and be a positive role model at all times.
- 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.

Safeguarding is everyone's responsibility

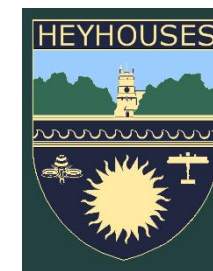
Allegations & Low-Level Concerns

- 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. The Chair of Governors is Mike Wiseman - mwiseman@heyhouses.lancs.sch.uk

Who to speak to if you are concerned about a child at Heyhouses Endowed C.E. Primary School

	
Mrs Elizabeth Hodgson Head Teacher head@heyhouses.lancs.sch.uk	Mr Matthew Wilson Deputy Head Teacher deputy@heyhouses.lancs.sch.uk
	
Mr Andrew Mihell Assistant Head Teacher	Mrs Alison Townsend Assistant Head Teacher
	
Mrs Anne Wynne Reception Teacher	Miss Rebecca Harrington Pastoral Lead

Heyhouses Endowed C.E. Primary School
Clarendon Road North, Lytham St Annes,
FY8 3EE
Telephone: 01253 722014
<https://www.heyhouses.lancs.sch.uk>



Heyhouses Endowed C.E. Primary School

CHILD PROTECTION & SAFEGUARDING

Everyone has a responsibility to make sure that children within Heyhouses CofE Primary School are safe. Please do not;

- *Decide to do nothing.*
- *Leave the premises without telling anyone.*



Volunteers'/Visitors' Guidelines

Please follow our code of conduct:

Our school is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment. By signing in and out on Inventory you are agreeing to follow the advice within this leaflet.

If you are an authorised visitor with enhanced DBS clearance you will be given a **green lanyard** and able to move through school without supervision. If your visit involves unsupervised contact with young people you will be asked to show the photographic ID badge provided by your employer and written confirmation that you have an Enhanced DBS Certificate including a Barred List Check.

You may be required by the school to present your Enhanced DBS Certificate. We will not make a copy of your certificate. We will simply note the level of the check undertaken.

In the absence of an enhanced DBS check, you will be given an **orange lanyard** and you must ensure you are always accompanied by a member of staff.

You will also need to read Part 1 of the DfE's Guidance, 'Keeping Children Safe in Education'. The school's Child Protection Policy and Code of Conduct for Adults which is available on the school's website.

Volunteers'/Visitors' Responsibilities

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. At Heyhouses CofE Primary School we all have a duty to safeguard and promote the welfare of all our children.

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 allow children the facility to identify behaviour they feel uncomfortable with;
- ✓ Do remember that someone else may misinterpret your actions however well intentioned;
- ✓ Do not play physical games, make inappropriate comments or have inappropriate banter with children;
- ✓ Do not jump to conclusions without checking facts;
- ✓ Do not believe it could not happen to you... it could!

Fire and Emergency Evacuation Procedure

In the event of a fire alarm, all adults and children must evacuate the building by the most direct route possible and assemble in the playground. All fire exits are clearly sign posted on each classroom and around school.

If you are responsible for a child, lead them quickly and quietly to the playground and to their class teacher.

If you are unsure of the whereabouts of a child, please report this to a member of staff immediately, ideally the child's class teacher.

If you discover a fire, the alarm should be sounded. There are 'break glass' fire alarms around the school.

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 in School

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 their teacher / Headteacher so that they can help.
- Do not ask leading questions or interrogate.
- Stress that talking was the right thing to do.
- Immediately report your concerns and give any written information to the Designated Safeguarding Lead.
- Be aware of your feelings about abuse and find someone to share your feelings with.
- It is important to remember that children's details must remain confidential and within school.

