

At Heyhouses Endowed CofE Primary School, we are committed to safeguarding and protecting the welfare of children. We expect everyone to share this commitment.

### Safe working at Heyhouses CofE primary School:

- Provide a good example and be 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 and been sought and granted) or exchange personal information
- Do not receive gifts unless arranged through the school
- Only touch children for professional reasons and when this is necessary for the child's well-being and safety.
- Never engage online with children and do not give out contact details.

**Safeguarding is Everyone's Responsibility**

### Allegations and 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. The Chair of Governors is Mike Wiseman – [mike.wiseman@heyhouses.lancs.sch.uk](mailto:mike.wiseman@heyhouses.lancs.sch.uk)

## Who to speak to if you are concerned about a child at Heyhouses Endowed CofE Primary School

	
Mrs Elizabeth Hodgson Head Teacher <a href="mailto:head@heyhouses.lancs.sch.uk">head@heyhouses.lancs.sch.uk</a>	Mr Matthew Wilson Deputy Head Teacher <a href="mailto:deputy@heyhouses.lancs.sch.uk">deputy@heyhouses.lancs.sch.uk</a>
	
Mr Andrew Mihell Assistant Head Teacher	Mrs Alison Townsend Assistant Head Teacher
	
Miss Rebecca Harrington Pastoral Manager	

Heyhouses Endowed CofE Primary School,  
Clarendon Road North , Lytham St Annes, FY8 3EE.

Telephone : 01253 722014

<https://www.heyhouses.lancs.sch.uk>



## Heyhouses Endowed CofE Primary School

### CHILD PROTECTION AND SAFEGUARDING



## Guidance for Visitors and Volunteers

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 on Inventory you are agreeing to follow the advice within this leaflet.

If you are an authorised visitor with an enhanced level DBS clearance, you will be given a **GREEN lanyard** and are able to move around school without supervision. If your visit involves unsupervised contact with young people you will be asked to show the appropriate photographic ID provided by your employer and written confirmation that you have an enhanced DBS certificate, including the barred list.

In the absence of an enhanced level DBS check, you will be given an **ORANGE lanyard** and you must **always be accompanied by an adult who has the appropriate level of DBS check.**

You will need to have read Part 1 of the DfE's guidance KCSIE along with the school's Child Protection Policy, Code of Conduct which are available on our website.

### Volunteers / Visitors Responsibilities

Everyone who comes into contact with children, whether paid or voluntary, are responsible for their actions and behaviour. You should avoid any contact which would lead any reasonable person to question your motivation and intention. At Heyhouses Endowed CofE Primary School we all have a duty to safeguard and promote the welfare of our children.

## Please follow our code of conduct

- ✓ Do treat others with respect
- ✓ Do provide an example that you would like 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 that they feel comfortable with
- ✓ Do remember that some-one may misinterpret your actions, however well intended
- ✓ Do not play physical games or make inappropriate banter with the children
- ✓ Do not jump to conclusions without checking the facts
- ✓ Do not believe it could not happen to you.....it could!

### Fire and Emergency Evacuation Procedures

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 in each classroom and around the 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 as to the whereabouts of a child, please report this to a member of staff immediately, ideally their 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 or 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 from abuse or neglect, however, if whilst working with a child you become concerned, please report these concerns to the class teacher or a named Designated Safeguarding Lead (DSL).

### 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 being 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 is the right thing to do
- Immediately report your concerns and give any written information to the Designated Safeguarding Lead (DSL)
- Be aware of your feelings about abuse and find some-one to share your feelings with
- It is important to remember that children's details must remain confidential and within school