

### Safe Working Within Kenilworth Primary School

Be a positive role-model by being respectful, fair and considerate to all.

- Treat all children equally never build a special relationship or favour 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 .
- Do not photograph children (unless requested by the school staff using a school iPad),
- Do not exchange emails, text messages or phone numbers 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 well being and safety.
- All mobile phones must be muted/turned off when entering the school.

### Allegations

Any allegations should be reported to the Headteacher or the Assistant Headteachers.

If the concerns are about the Headteacher please inform the Chair of Governors.

**Please switch off all mobile devices including phones whilst you are on school premises**

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

Whole school Designated Safeguarding Lead: Mrs Ajose (Head Teacher)  
DSPs: Mrs Chidley and Mrs Sampson

The School Governor with responsibility for safeguarding is:  
The Chair of Governors, Mr Rod Woodhouse

Senior Leadership Team:  
Mrs Sampson  
Mrs Chidley  
Mr South  
Miss Schumacher

Everyone has a responsibility to make sure that children within Kenilworth Primary are safe as 'Every Child Matters'.

If a child makes a disclosure  
Please ensure you report this to the DSP on site.

Kenilworth Primary School

# SAFEGUARDING PROCEDURES



Kenilworth Primary School  
Kenilworth Drive  
Borehamwood  
WD6 1QL

[www.kenilworthprimary.co.uk](http://www.kenilworthprimary.co.uk)

### **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 Kenilworth Primary we all have a duty to safeguard and promote the welfare of our children

### **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 respect a child's right to privacy.
  - 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. bullying, 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 rely on your good name to protect you. It may not be enough.
- Do not believe it could not happen to you... It could.

### **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 from the school office.

### **SCREENING DOCUMENT**

Infrequent visitors will be asked to sign our Screening Document available at the Reception Desk. By signing the document you agree to comply with Child Protection Procedures within Kenilworth Primary School, follow the Code of Behaviour and agree to disclose all criminal convictions spent or not. The Screening Document is updated annually.

### **IDENTITY BADGES**

All visitors must either wear their visitors badge received from Reception, or their agency/school's identity badge. Any adults without a badge will be challenged.

### **WORRIED ABOUT A CHILD**

Abuse (physical, sexual, emotional) or neglect can have a damaging effect on a child's health, attainment and emotional well-being. Some changes in a child's behaviour may not necessarily indicate that a child is suffering abuse or neglect. In some cases those changes may be symptoms of a hidden disability, undiagnosed medical condition or changes in medication.

If whilst working with a child you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in a child's behaviour

Please report these concerns to the class teacher or a member of SLT who, if they feel it is appropriate, will pass the information onto the school's Designated Safeguarding Officer.

### **Disclosure 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 and for you to be able to stay calm and controlled.

- Listen to what is being said without displaying shock or disbelief. Accept what is being said.
  - Allow the child to talk freely, listen rather than ask direct questions.
  - Re-assure the child, but do not make promises that might not be possible to keep.
  - Do not promise confidentiality but explain to the child that you have to tell their teacher or Headteacher in order that you can help them.
  - Do not interrogate the child or ask leading questions. Re-assure the child that it is not their fault.
  - Stress that it was right to tell.
  - Make them aware that their disclosure will be reported only to those that need to know and can help.
  - Record details of the disclosure immediately, including wherever possible the exact words or phrases used by the child. Sign and date the record. Report your concerns and give your written record to the Designated Safeguarding Coordinator / Headteacher to enable the matter to be dealt with in the most appropriate way.
  - Be aware of your own feelings about abuse and find someone you can share your feelings with once the procedures have been completed.
- It is important to remember the child's details and names must remain confidential and any discussion that you feel you need to undertake does not allow the child to be identified to anyone else.