

At Trawden Forest Primary School, we are committed to safeguarding and promoting the welfare of children. We expect everyone to share this commitment.

## Safe working with Trawden Forest Primary School

- Provide a good example and be a positive role model.
- 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



## Allegations

- 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.

Who to speak to if you are concerned about a child at Trawden Forest



Mrs L Stinchon  
Head Teacher



Mrs E Clarke  
Assistant Head Teacher



Mrs G Beetham  
SENDCO



Mrs J Whittaker  
Nurture Leader



Mr P Wright  
Safeguarding Governor

Everyone has a responsibility to make sure that children within Trawden Forests Primary School are safe, as

**'Every Child Matters'.**

Please do not;

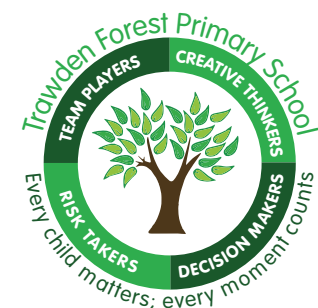
- Decide to do nothing.
- Leave the premises without telling anyone.



Every child matters.  
Be calm, be kind,  
be honest, be brave  
Be the best you can be!

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[www.trawden.lancs.sch.uk](http://www.trawden.lancs.sch.uk)  
[bursar@trawden.lancs.sch.uk](mailto:bursar@trawden.lancs.sch.uk)

## Trawden Forest Primary School CHILD PROTECTION & SAFEGUARDING



# 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 Trawden Forest 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!

# 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

**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.
- Record details immediately (Ask for a Child Protection Form) and attempt to use the exact words or phrases used by the child; sign and date these.
- Immediately report your concerns and give any written information to the Designated Safeguarding Lead or Deputy.
- 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.

