

Safeguarding Advice Information

Introduction:

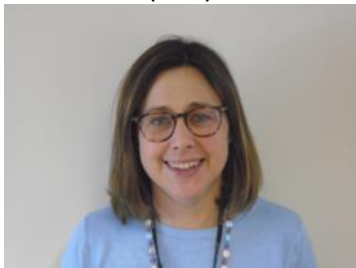
Our aim is to provide a safe and secure environment for our pupils, staff and visitors. As a school we are committed to safeguarding and to meeting the needs of all our pupils. We hope this leaflet provides you with useful information.

Safeguarding is everybody's responsibility:

If during your visit you have any safeguarding concerns or a disclosure is made to you, please come immediately to the school office and ask to speak to one of the following safeguarding leads:



Mr. Daniel Pilsworth
Head Teacher &
Designated Safeguarding Lead
(DSL)



Mrs. Sharon Amess
Deputy Head Teacher &
Deputy Designated Safeguarding Lead
(DDSL)

In the event of a disclosure:

- Reassure the child
- Listen to what is being said
- Use open questions (TED) – Tell me, Explain to me Describe to me
- Do not promise confidentiality
- Write down what was said using the words of the child
- Report to a safeguarding lead

Should an allegation be made against the Head Teacher please inform our Chair of Governors. Contact details can be gained via the school office. Alternatively contact the Lincolnshire Local Area Designated Officer (LADO) on: (01522) 554674

We take all safeguarding concerns seriously here at The John Harrox Primary School, however, should you ever feel your concerns have not been listened to, you are able to refer them yourself by calling (01522) 782111.

Security:

All visitors should report to the main school office on arrival and sign in, proof of identity is required. Visitors will be provided with a visitor lanyard. Please remember to sign out at the end of your visit.

Disclosure and Barring Service Enhanced Certificate (DBS):

All staff, contractors and regular volunteers require an Enhanced DBS certificate. If you do not have one then you are not allowed to work unsupervised with our pupils or be unsupervised in school within school hours.

Photography and Mobile Phones:

Only school devices should be used to take photographs. If you are visiting us, please understand mobile phones may not be used in school.

Confidentiality:

As a visitor to our school, you may be privy to information disclosed by pupils or staff. Under the General Data Protection Regulation 2018 (GDPR) this privileged information should never be shared outside of school.

Contact with pupils:

A professional approach must be maintained when working with our pupils. You should avoid working alone with pupils. If you are working on your own with a pupil, ensure the door is left open or has windows so that you are visible to others. There will be school staff members in nearby rooms should you need assistance.

Social contact with pupils including social media:

If you are a visitor to school ensure you maintain appropriate and professional contact with pupils, including on social media sites. Your position in school must not be used to establish out of school relationships with children. If children make a friend request through social media sites, this must be rejected and school informed.