

Hindhayes Infant School is committed to safeguarding and promoting the welfare of young people and requires all staff and volunteers to share this commitment.

This leaflet has been given to you to make sure you understand what is expected of you. Please ask any of the contacts named in this leaflet if you are unclear about anything in it, and keep the leaflet in a safe place, so that you can read it again if you need to.

If you are worried about the safety of any young person in our school, you must report this to the Designated Child Protection Lead Officer, Mrs Kate Nester, or Deputy Designated Child Protection Officer, Mrs Lucy Shakesby.

Safeguarding Contact Information

Local Authority Designated Officer LADO
Anthony Goble 0300 123 2224

Deputy Authority Designated Officer LADO
Julian Flack 0300 123 2224

Out of Hours Duty Social Worker: 0300 123 23 27

DSL Consultation Line: 0300 123 3078

MENDIP CAMHS: 01749 836561 FAX: 01749 836563

Adult Social Care: 0300 123 2224

HINDHAYES INFANT SCHOOL
Leigh Road, Street, Somerset, BA16 0HB

Headteacher: Mrs Kate Nester

Tel: 01458 442978
Fax: 01458 444930

Email: office@hindhayes.somerset.sch.uk
Web: www.hindhayes.co.uk

CONTACTS

Headteacher:

Mrs Kate Nester

The Senior Designated Person for Safeguarding Children at Hindhayes Infant School is:

Mrs Kate Nester



The Deputy is:

Mrs Lucy Shakesby, Deputy Head



The Governor with Safeguarding responsibility is:

Janet Day, Chair of Governors



If Kate and Lucy are unavailable please contact:

**Mike Lawrence,
Headteacher at Elmhurst School**



Relevant School Policies:

- **Safeguarding Children Policy**

Hindhayes Infant School



SAFEGUARDING ADVICE FOR STAFF, VOLUNTEERS AND VISITORS

2016-2017



Hindhayes
INFANT SCHOOL

Safeguarding Advice for Staff, Volunteers and Visitors

**Hindhayes
Safeguarding
Statement**



As a school we are committed to safeguarding and meeting the needs of our young people.

Our Aim at Hindhayes is to:

Provide a safe and secure environment for our students, staff, volunteers and visitors.

We hope this leaflet will provide some useful advice and information when working with young people at Hindhayes Infant School.

Security of Students, Staff, Volunteers and Visitors

All visitors should report to Reception on arrival and sign the Visitors book, showing proof of identity/DBS certificate if appropriate. All visitors will be issued with a visitor badge which should be worn and visible at all times. All visitors need to turn off their mobile telephones for the duration of their visit.

What are my responsibilities?

All those who come into contact with young people through their everyday work, whether paid or voluntary, have a duty to safeguard and promote the welfare of young people.

Enhanced Disclosures

All staff and regular volunteers will require a Disclosure and Barring Service Enhanced Certificate. This is to help ensure that unsuitable people are prevented from working with young people. If you do not have a Disclosure and Barring Service Enhanced Certificate, you are not allowed to work unsupervised with young people.

Externally obtained Disclosure and Barring Service Enhanced Certificates are not acceptable for newly appointed staff and long-term voluntary helpers. You will be given a Disclosure and Barring Service application form before you start working/volunteering at Hindhayes Infant School by the administration team in the office. Advice will be provided on how to complete the application form and also advise which documentation is necessary for you to provide for the check to be completed.

Hindhayes Infant School has a Safeguarding Children Policy (copy on School website).

What should I do if I am worried about a student?

If you become concerned about:

- comments made by a student
- marks or bruising on a student
- changes in the student's behaviour or demeanour

please report these concerns to either the school's Lead Child Protection Officer (Kate Nester) or Deputy (Lucy Shakesby)

What should I do if a student discloses that s/he is being harmed?

Although the likelihood of this is small, it is important to know what to do in such an eventuality, as young people rarely lie about such matters:

- Listen to what is being said without displaying shock or disbelief; accept what is being said.
- Allow the student to talk freely
- Reassure the student, but do not make promises that might not be possible to keep
- Do not promise confidentiality but explain to the student that you have to tell the CP Officer or Deputy in order that they can help him/her
- Do not interrogate the student or ask leading questions
- Reassure the student that it is not their fault
- Stress that it was the right thing to tell
- Listen rather than ask direct questions
- Do not criticise the alleged perpetrator

Immediately record details of the disclosure, including whenever possible the exact words or phrases used by the student, and give this information to Kate Nester to enable the matter to be dealt with in the most appropriate way. Please ensure you sign and date the record.

What should I do if the alleged abuser is a member of the school staff?

You should report such allegations to the Headteacher.

What should I do if the alleged abuser is the Headteacher?

Chair of Governors

How do I assure that my behaviour is always appropriate?

- Maintain a professional approach towards students wherever and whenever you are in contact with them. Always be careful about touching students.
- Social contacts outside school should be kept to a minimum. It is risky to use the same social venues as students.
- **Facebook and similar social networking sites;** as a professional who works with young people, you need to take extra care to ensure that you don't inadvertently make your personal information available to the young people or parents of young people that you work with. This could leave you open to false allegations, misinterpretation, or the possibility of cyber bullying.
- Avoid as far as possible being alone and isolated with a student. If you are working with a student on his/her own always ensure that the door is left open or that you can be visible to others. It is unwise for staff or volunteers to give lone students lifts in their cars.
- Be aware that some students develop 'crushes' or tender feelings for members of staff, male and female. As soon as you suspect that you are the subject of a 'crush' speak to a colleague, your line manager, and/or the senior member of staff responsible for the student. Openness is the best protection for all and secrecy the greatest risk.

If you ever feel that you are becoming susceptible to temptation in terms of an unprofessional relationship with a student, perhaps due to developments in your personal life which have left you emotionally vulnerable, you must seek help from a senior member of staff or your Professional Association.

Please help us to safeguard the young people in our care by following these guidelines.