



HOLSWORTHY

C OF E PRIMARY SCHOOL

Working together, growing together, all to flourish

Holsworthy CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

SAFEGUARDING INFORMATION FOR:

TEMPORARY STAFF

VOLUNTEERS

AGENCY STAFF

CONTRACTORS

PARENTS HELPERS

VISITORS AND

OUTSIDE AGENCIES, ENTERING OR TAKING PART IN SCHOOL ACTIVITIES.

PLEASE READ AND UNDERTSAND THE FOLLOWING INFORMATION AND FOLLOW THE PROCEDURES OUIINED, SHOULD YOU HAVE ANY CONCERNS ABOUT THE WELFARE OF OUR CHILDREN.

MOBILE PHONES ARE ONLY TO BE USED IN OUR SCHOOL OFFICE.



Safeguarding Advice for Staff, Volunteers and Visitors



Our aim is to provide a safe and secure environment for our children, staff, volunteers and visitors.

As a school we are committed to safeguarding and meeting the needs of young people and we hope this leaflet will provide some useful advice and information when working with young people at Holsworthy C of E Primary School.

Security of Children, Staff, Volunteers and Visitors

All members of staff will wear Holsworthy C of E Primary School identity badges with blue lanyards at all times. All visitors should report to Reception on arrival and sign the Visitors' Book, showing proof of identity/Enhanced Disclosure Certificate (EDC) if appropriate. All visitors will be issued with a badge

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.

Holsworthy C of E Primary School has a Safeguarding Children Policy. All applicants for vacancies receive a copy of the Policy in their application pack, and it is also included in the Staff Handbook.

Further copies are available from The School Office.

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

If you become concerned about:

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



Please report these concerns to either the school's Designated Safeguarding Lead Mr Tim Salvadori or Deputy Safeguarding Leads, Mrs Megan Lewis or Mr Chris Hurley.

What should I do if a child 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 disclosures without displaying shock or disbelief; accept what is being said
- Allow the child to talk freely
- Reassure 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 the Senior Designated Person for Safeguarding or her Deputy in order that they can help him/her
- Do not interrogate the child or ask leading questions
- Reassure the child 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 child, and give this information to a member of our safeguarding team to enable the matter to be dealt with in the most appropriate way.
- Please ensure you sign and date the record.

Staff Conduct

If you are concerned about the conduct of a member of staff following an observation or disclosure, the following actions must be taken:

- Immediately inform the Head teacher
- In their absence, immediately inform one of the Deputy Safeguarding Leads.
- If your concern is regarding the Head teacher or Deputy Safeguarding Lead, please contact the Chair of Governors Tracey Webster.

Useful websites and contact numbers:

- <https://www.dcfp.org.uk/early-help/>
- <https://www.devonias.org.uk/>
- <https://www.nspcc.org.uk/>



0345 155 1071

**Designated Safeguarding
Lead/Headteacher
Mr Timothy Salvadori**



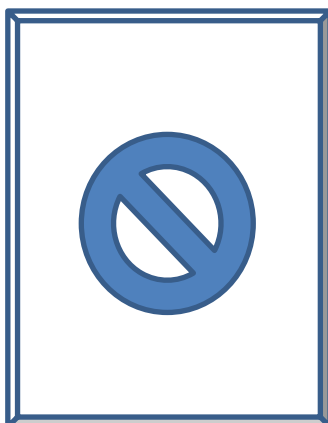
**Deputy Safeguarding Lead/ Deputy SENDCo
Mrs Megan Lewis**



**Level 3 Trained/ SENDCo
Mr Chris Hurley**



**Level 3 Trained/
Safeguarding Governor
Rev. Simon Leigh**



**Level 3 Trained / School business
manager
Mrs Vicky Berry**

