

Safeguarding Statement

Holy Trinity CE Primary School is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment.

This leaflet contains information about our expectations of you whilst visiting our school. If you are unclear about anything in it please speak to any of the contacts named within. Please keep the leaflet in a safe place so that you can read it again if the need arises.

If you are concerned about the safety of any child in our school, you must report this to a member of the Designated Safeguarding Team.

If you are concerned about the conduct of a member of staff or volunteer in our school, you must contact the Headteacher.

Visitor Procedures

- All visitors must sign in at Main Reception.
- All visitors will be issued with an appropriate pass which must be displayed at all times whilst on site.
- Visitors will be asked to remain under the supervision of a member of staff whilst on site.
- Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, when possible, to avoid disappointment.
- If you are seeking an urgent appointment please report to Main Reception and we will arrange a time for you to see a member of staff on duty.
- All visitors must sign out at the Main Reception and return their visitor pass before leaving the site.

Useful Contacts

Designated Safeguarding Team:

Mrs J. Griffith



Mrs C. Barnes



Miss S. Harding



Mrs F. Fargher

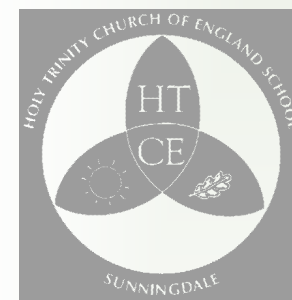


Governors for Safeguarding

Mr David Gingell & Rev'd J. Hutchinson



Holy Trinity CE Primary School



Keeping Children Safe In Education

Information for
Volunteers and
Visitors

What to do if I am worried about a child?

If you become concerned about:

- Something a child says
- Marks or bruising on a child
- Changes in a child's behaviour or demeanour

YOU MUST INFORM THE DESIGNATED SAFEGUARDING LEAD

- If you feel that a child may be at risk of harm but are not sure, inform the Designated Safeguarding Lead immediately who will offer advice and take appropriate action.
- Child abuse can happen to all children regardless of gender, culture, religion, social background and those with or without a disability.
- A copy of the school's Safeguarding and Child Protection Policy is located in the school office and on the website.
- Sometimes a child may disclose information to you. If this happens then the following actions must take place.

What to do if a child discloses they are being harmed?

- React calmly.
- Listen carefully to the child; particularly what is said spontaneously.
- Do not promise confidentiality. Explain to the child that you may need to pass on the information if you are worried about their safety.
- You may clarify your concern using "tell, explain, describe or outline" but as soon as your concern is confirmed ask no

further questions as further enquiries may be compromised.

- Only trained investigators should interview the child.
- Reassure the child that they have done the right thing.
- Record carefully what the child says in their words including how and when the account was given. Date, time and sign the record. Pass this on to one of our Designated Safeguarding Team immediately.

Types of Harm

Everybody has a responsibility to keep all children under the age of 18 safe and applies to both the home and school environment. Harm is identified in four ways:

Physical: This is when a child is deliberately hurt or injured.

Emotional: This is when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence.

Neglect: This is when a child is not being taken care of by their parents. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left home alone.

Sexual: This is when a child is influenced or forced to take part in a sexual activity. This can be a physical activity or none physical e.g being made to look at an inappropriate image.

Staff Conduct

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

- Immediately inform the Headteacher Mrs Jo Griffith.
- In their absence, immediately inform Mrs Carmel Barnes, Mrs Fiona Fargher or Miss Stacey Harding.

Keep Yourself Safe

- Be professional. Be careful how you interact with or speak to a child; the child may interpret it differently.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- Avoid being on your own with a child, always ensure that a door is open and that you visible to others.
- It's best not to do anything for a child that he or she can do for themselves.
- Always tell someone if a child touches you or speaks to you inappropriately. Write down the incident, time and date and pass it on to the Headteacher.
- If you have any concerns about the conduct of staff, it is your responsibility to inform the Headteacher.