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| **DBS Certificates**All staff, including supply staff, and regular volunteers are subject to Disclosure & Barring Service (DBS) certificates. This is to help ensure unsuitable people are prevented from working with children. Advice about DBS certificates is available from the office.  |

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| **Safeguarding Screening Document**Adults’ first visit to the school, from September 2016, will require them to be given a copy of this leaflet and to sign a form in the office saying they understand the school’s safeguarding procedures. |

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| **Identity Badges**All visitors are required to sign in at the office and borrow a visitors’ badge. This should be visible at all times. Any adults without a badge will be challenged. |

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| **Allegations**Any allegations should be reported as soon as possible to the headteacher (or whoever is deputising for her).Should the allegation be about the headteacher, please inform the Chair of Governors, Ceri Norey on:Email: ceri.norey@btinternet.com  |

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| **In the event of a fire…**The fire alarm is a continuous bell.If it sounds, leave the building and go to the playground |

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| **Nominated First Aiders**In the event of an accident, please seek one of the following adults for help: |

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| **We are committed to safeguarding & meeting the needs of all our the pupils in our care****Designated Safeguarding Lead:** Mrs Anji Martin**Deputising Leads:**Ms Sarah Howell (acting headteacher)Mrs Louise CulverMrs Michelle Grieve**The LPS governor with responsibility for safeguarding:**Mrs Ceri Norey**Rainbow Class:**Mrs Jo Garlinge & Mrs Carrieann Horlock**Class 1:**Miss Katie Crayford & Mrs Ellen Carter**Class 2:**Mrs Anji Martin & Mrs Sally Fuller**Class 3:**Mr Antony Brown & Mrs Karen Smith**Class 4:**Mrs Sam Diplock, Mrs Emily Andrews& Mrs Marilyn Graveson**Class 5:**Miss Claire Walker & Mrs Helen Goswell**Class 6:**Mrs Louise Culver & Mrs Vicky TravisMrs Jane Prescott & Mr Karl Flood**PPA Cover:**Mrs Sue Shrimpton**Lunchtime Supervisors:**Mrs Patricia Hardinges & Mr Nick Smith**Office Staff:**Mrs Nikki CoshallMrs Jayne Hewish & Mrs Jo Homes |

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| **LENHAM PRIMARY SCHOOL****Safeguarding Procedures****2016-2017** |



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| **Guidance for adults visiting** **or working with** **Lenham Primary School***Welcome to our school*Visitors bring worthwhile experiences to our pupils, which we appreciate.This leaflet provides some guidance on working safely with our pupils and tells you what to do if you have a concern about a student.Please read it carefully and do not hesitate to ask if you require any further information.***Everyone has a responsibility to make sure the children at our school are safe*** |

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| **Keeping Ourselves Safe**We must also take steps to keep **ourselves** safe.Our actions can sometimes be perceived in a way that was not intended. We want to promote safe working practices for everyone on the school site, whatever your role.To keep yourself safe please follow this advice:**Do…*** Wear your visitors’ badge at all times.
* Be a good role model to the pupils, by being respectful, fair and considerate
* Ensure that when working in a one-to-one situation with a pupil, you are both visible to others
* Remember that your actions may be misinterpreted – no matter how well intentioned
* Report any unacceptable behaviour from a pupil e.g. bullying, ridiculing, rude or silly behaviour
* Respect a child’s right to personal privacy
* Be aware of keeping the pupils and yourself safe.
* Read this leaflet thoroughly and know who to speak to if you have any concerns

**Do not…*** Do not take photos of the pupils (unless you have been requested to do so), exchange emails, texts or messages through social media, or give the child any of your own personal details
* Do not receive or give gifts, unless it has been organised in advance, through the school
* Only touch children for professional reasons and when this is necessary and appropriate for the child’s safety and well-being
* Do not jump to conclusions without checking facts
* Do not accept physical or verbal abuse from a pupil. DO NOT respond yourself, but report it immediately to a member of staff.
* Do not make suggestive remarks or use language which may be offensive (including racist, homophobic or sexist language)
* Do not rely on your good name to protect yo
* Do not believe it couldn’t happen to you. **It could.**
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| **Worried about a child?**Abuse (physical, sexual, emotional) or neglect can have a damaging effect on a child’s health and well-being.Changes in a child’s behaviour may not necessarily indicate that a child is suffering from abuse or neglect. However, if you become concerned about a child you are working with and notice:* Something out of character for that child
* A mark or a bruise on the child’s body
* Worrying comments made by that child

Please report these concerns to the child’s teacher or teaching assistant, who will speak to the school’s **DSL**. |

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| **Disclosure 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, and for you to be able to stay calm and controlled.* Listen to what is being said, without displaying shock or disbelief. Accept what is being said.
* Allow the child to talk freely; listen rather than ask direct questions.
* Reassure the child, but do not make promises that might not be possible to keep.
* Do not promise confidentiality but explain that you will have to tell their teacher, or the headteacher, in order that you can help them.
* Do not interrogate the child or ask leading questions.
* Reassure the child that it is not their fault.
* Stress that it was right to tell
* Make them aware that their disclosure will be reported only to those that need to know and can help.
* Record details of the disclosure immediately – including, wherever possible, the exact words used by the child. Sign and date the record.
* Report your concerns and give your written account to the DSL / headteacher, in order to be dealt with in the most appropriate way (envelopes and paper are available at the office).
* Be aware of your own feelings about abuse and find someone you can share your feelings with once the procedures have been completed.

It is important to remember the child’s details MUST remain confidential , and any discussion you undertake, does not allow the child to be identified by anybody else. |

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| **Please do not:*** **Decide to do nothing**
* **Leave our school without telling anyone**
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