

#### SAFE WORKING WITHIN ST LUKE'S CE PRIMARY

- Provide a good example and be a positive role model by being respectful, fair and considerate to all to all
- Treat all children equally—never build a 'special relationship' or favour a particular child above all others.
- Ensure that when working alone with individual children, the door is left open, or that you can be visible to others.
- Do not photograph children (unless requested by the school staff) exchange e-mails, text messages, enter into any social networking through the internet or give out any personal details.
- Do not receive or give any gifts unless arranged through the school.
- Only touch children for professional reasons and when this is necessary and appropriate for the child's well being or safety
- Please refer to our latest Safeguarding Policy for 2017 (updated regularly) available from the Headteacher or Main Office.

#### ALLEGATIONS

Any allegations made against a member of the school staff should be reported to the Headteacher.

If the concerns are about the Headteacher please inform the Chair of Governors, Mrs J Cox.

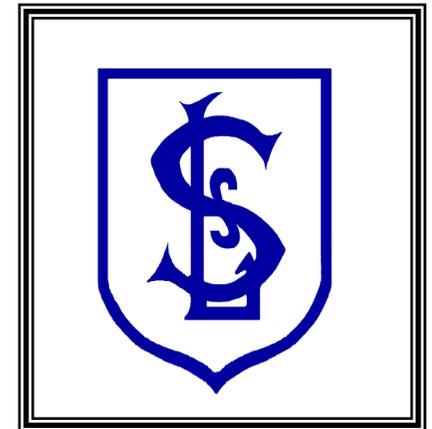
We are committed to safeguarding and meeting the needs of all our children.

Designated Safeguarding Co-ordinators including all matters of Child Protection :

**Mrs S Cowey—Headteacher**  
**Mrs F Govan - Deputy Headteacher**  
**Mrs B Wilson - SENCo, SLT**

**If you wish to speak to Mrs S Nelson, our Link Governor for all Safeguarding and Child Protection issues, please contact Mrs L Carrigan at the Main Office**

**E- Safety Co-ordinator —Mrs F Govan**



#### **SAFEGUARDING** **PROCEDURES for 2017**

An information leaflet for  
volunteers and visitors to  
St Luke's CE Primary School

**VISITOR PASSES SHOULD BE  
WORN AT ALL TIMES AND ARE  
OBTAINED ON ENTRY FROM  
THE OFFICE STAFF**

Everyone has a responsibility to make sure that children within St Luke's CE Primary are safe.

#### **YOU MUST NEVER:**

Decide to do nothing.  
Leave the school without telling anyone.

### Adults In Our School.

All those who come into contact with children through their everyday work whether paid or voluntary are responsible for their own actions and behaviour. You should avoid any contact which would lead any responsible person to question your motivation and intention. At St Luke's CE Primary School we all have a duty to safeguard and promote the welfare of all our children. Please follow this Code of Behaviour for adults.

### Code of Behaviour

- Do treat everyone with respect.
- Do provide an example you wish others to follow.
- Do remember that someone else might misinterpret your actions, no matter how well intentioned.
- Do plan activities so that they may involve more than one person or are at least in sight or hearing of others.
- Do respect a child's right to personal privacy.
- Do act as an appropriate role model.
- Do provide access for children and adults to feel comfortable to point out attitudes and behaviours they do not like, and try to provide a caring atmosphere.
- Do not jump to conclusions without checking facts.
- Do not permit abusive activities e.g. bullying, ridiculing.
- Do not play physical contact games, make inappropriate verbal banter with the children.
- Do not make suggestive remarks, gestures or tell sexist/homophobic jokes.
- Do not rely on your good name to protect you. It may not be enough.
- Do not believe it could not happen to you.

IT COULD !

### **DBS CHECKS**

All staff, including supply staff, regular visitors and volunteers are subject to DBS checks. This is to help ensure that unsuitable people are prevented from working with children. DBS advice is available from the school office.

### **IDENTITY BADGES**

All visitors within St Luke's CE Primary must wear either their visitor's badge received from the main office or their agency/school identity badge. Any visiting adult without a badge will be challenged.

### **WORRIED ABOUT A CHILD?**

Abuse (physical, sexual, emotional) or neglect can have a damaging effect on a child's health, education attainment or emotional well being. Some changes in a child's behaviour may not necessarily indicate that a child is suffering abuse or neglect. In some cases those changes may be symptoms of a hidden disability, undiagnosed medical condition or changes in medication.

If you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in a child's behaviour

please report these concerns to the class teacher or senior manager, who, if they feel it is appropriate, will pass the information onto the Designated Safeguarding Leader.

### **DISCLOSURE OF ABUSE BY A CHILD**

Whilst this can be an alarming situation, it is important that you feel that you know what to do in such an eventuality and for you 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.
- Re-assure 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 teacher or Headteacher in order that you can help them.
- Do not interrogate the child or ask leading questions.
- Re-assure 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 who need to know and can help.
- Record details of the disclosure immediately, including wherever possible the exact word or phrases used by the child. Sign and date the record.
- Report your concerns and give your written record to the Designated Safeguarding Leaders / Headteacher to enable the matter to be dealt within the most appropriate way.
- 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 that children's details and names must remain confidential and any discussion that you feel you need to undertake does not allow the child to be identified to anyone else.*

