

Binstead Primary

Safeguarding



Our Designated Safeguarding Lead is Mrs Chessell and the deputy designated safeguarding lead is Mr Harris. They can all be contacted by calling the school office on 01983 562341 or emailing contactus@binsteadpri.co.uk

Keeping our children safe

We recognise that Binstead Primary School has a clear duty under section 175 of the Education Act 2002 to ensure robust arrangements are in place for safeguarding and promoting the welfare and safety of our children.

All members of the school community aim to establish and maintain a safe and stimulating environment where children can feel secure; are safe from physical harm; are encouraged to talk to adults they can trust; and are listened to.

Through training, all staff are able to recognise the signs of abuse and understand their responsibilities when a child may be at risk of harm. Training of all staff is updated regularly in line with national guidelines.

All school staff are responsible for recording and passing on any concerns which are collected and reviewed by the designated staff, who in turn ensure that children generating concerns are monitored and where necessary, that concerns are passed on to the appropriate social care agencies. We also commit to working in partnership with external agencies in order to support and protect children. Similarly if you as parents have child protection concerns about any child, please speak to Mrs Chessell or Mr Harris.

While we always strive to work confidentially and in partnership with parents, it should be noted that, where there are concerns relating to the safety of a child, in some situations, it is necessary to share information with other agencies and authorities without parental consent.

In line with the 'Safer Recruitment' guidance, all staff and governors, including volunteers who have access to children, in our school have had enhanced DBS (Disclosure and Barring Service) checks. Should allegations be made against members of staff we will follow Local Authority guidance in dealing with them. This guidance ensure that the safety of the child is paramount.

Online Safety

Use of the Internet is part of the statutory curriculum and a necessary tool for learning. Internet access is an entitlement for children who show a responsible and mature approach to its use. The Internet is a part of everyday life for education, business and social interaction. The school has a duty to provide children with quality Internet access as part of their learning experience. Our children use the Internet widely outside school and need to learn how to evaluate Internet information and to take care of their own safety and security.

Health and Safety

The school has a robust health and safety policy, which is monitored each term by our School Business Manager. The Local Authority provides a routine inspection service and we use the SOSA monitoring checklist to ensure we are compliant with all Health and Safety responsibilities. The Headteacher, School Business Manager, Caretaker and Governors with responsibility for Health and Safety oversee this comprehensive list. Any concerns from staff are reported to any of the above and an initial examination takes place immediately, assessing what remedial action needs to take place. On at least a termly basis, there is a fire drill to practice efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment. There is also a critical incident plan that details what staff and parents should do in the case of emergencies.

Appointment and induction of staff

All staff appointed to work in school have a criminal records search called a DBS check. This search highlights people who have a criminal record or if previous allegations have been made against them. If any member of staff is found to have a criminal record, the appointment is reconsidered by the Headteacher and the Governing Board. The Local Authority is informed directly by the Disclosure and Barring Service. Newly appointed staff are assigned a mentor for their induction period. They are familiarised with procedures, policies and safeguarding practices before starting at the school and are regularly updated during their first weeks at the school. All staff receive termly safeguarding updates and training.

Volunteers

All volunteers must have DBS clearance. For any extended contact with children, when children may be left alone with an adult, or when an adult visitor may be in and around the school building, a full DBS search will be conducted. Visitors who do not yet have clearance will not be left alone with a child (or group of children) under any circumstances.

REFERRAL TO SOCIAL CARE SERVICES

If you have any **URGENT and IMMEDIATE** concerns regarding the safety and welfare of a child or young person telephone Hampshire Social care:

0300 300 0117 (24 hour number)

School Nurse: Ryde Team. Telephone: 01983 821388

Local Authority Designated Officer (LADO):

Barbara Piddington and Mark Blackwell, Hampshire County Council, Children's Services.

Telephone: **01962 876364**

Email: [**child.protection@hants.gov.uk**](mailto:child.protection@hants.gov.uk)

Visitor Procedures

All visitors must sign in at Reception.

- All visitors will be issued with an appropriate 'Visitor badge' with photograph which must be worn at all times whilst on the school site.
- Mobile Phone must be stored away in a safe place - not in classrooms. They must be switched off. Calls and texts must not be taken or received during lesson time
- Visitors without a DBS will be asked to remain under the supervision of a designated member of staff at all times.
- Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment where possible, to avoid disappointment.
- If you are seeking an urgent appointment please report to the School Office and we will arrange for you to see a member of staff on duty.
- All visitors must sign out before they leave.

Contacts



Mrs R Chessell—Headteacher
(Designated Safeguarding Lead)



Mr S Harris—Deputy Headteacher
Deputy Designated Safeguarding Lead

t: 01983 562341

e: contactus@binsteadpri.co.uk

w: www.binsteadpri.co.uk



School Visitor Safeguarding Guide

We are committed to safeguarding and promoting the welfare of children.

We ask that all staff, volunteers and visitors share this commitment.

This leaflet contains important information about our expectations for visitors to the school.

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

If you become concerned about:

- Something a pupil says
 - Marks or bruising on a pupil
 - Changes in a child's behaviour or demeanour
- You must inform the **Designated Safeguarding Lead; Mrs. Rebecca Chessell, Headteacher. (or a Deputy DSL in her absence)**
- If you feel that a child may be at risk of harm but are not sure, immediately inform the Designated Safeguarding Lead who will offer advice and take appropriate action.
 - Child abuse happens to all children regardless of gender, culture, religion, social background or those with, or without, a disability.
 - A copy of the school's Safeguarding Policy is located in the main office and is available on the school's website: www.binsteadpri.co.uk

Sometimes a child may disclose information to you. If this happens then the following actions must take place:

What should I do if a child discloses that 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 question a child.

- Reassure the child that they have done the right thing.
- Record carefully what the child says in their own words, including how and when the account was given.
- Date, time and sign the record. Pass this on to the designated member of staff for Safeguarding immediately.

Types of Harm

Everybody has a responsibility to keep all children under the age of 18 safe. This 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.

Sexual : This is when a child is influenced or forced to take part in a sexual activity. This can be a physical activity or non-physical e.g. being made to look at an inappropriate image.

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. This can mean poor hygiene, poor diet, not keeping appointments for additional support, not coming to school, or being left at home alone.

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.
- In their absence, immediately inform the Deputy Headteacher.

Keeping 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 are visible to others.
- It's best not to do anything for a child that he or she can do for him or herself.
- Always tell someone if a child touches you, or speaks to you inappropriately. Log the incident, time and date it and pass it on to the Headteacher.
- If you have concerns about the conduct of staff, it is your responsibility to inform the Head teacher.

Remember ... if in doubt ... ask