

# ST ANDREWS CE PRIMARY SCHOOL



## Safeguarding Advice & Information for Supply Staff, Volunteers and Visitors

**2023-24**

This leaflet has been given to you to help you understand what is expected of you as an adult in our school. Thank you for taking the time to read its content. Please do ask Mrs Owens, Mrs Houghton or Mrs Winn in the Main Office if you are unsure of any information you have been given.

**Do keep this leaflet in a safe place so that you may remind yourself of its contents should you return to us.**

**Please help us to safeguard the children in our care by following the guidelines as outlined.**

### **St Andrews CE Primary Commitment**

We are committed to safeguarding and promoting the welfare of all children and young people. The school adopts an open and accepting attitude towards children as part of its responsibility for pastoral care. Staff hope that children and parents will feel free to talk about any concerns and will see school as a safe place when there are difficulties. Children's worries and fears will be taken seriously and children are encouraged to seek help from members of staff. Our school will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to;
- Ensure that children know that there are adults in the school whom they can approach if they are worried or are in difficulty;
- Raise the awareness of all teaching and non-teaching staff to the need to safeguard children and of their responsibilities in identifying and reporting all possible cases of abuse;
- Include in the curriculum activities and opportunities for PSHE/Citizenship/E-Safety which equip children with the skills they need to stay safe from abuse, and which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills;
- Ensure every effort is made to establish effective working relationships with parents and colleagues from other agencies;
- Ensure that all parents, carers and other working partners are aware of our child protection policy both in school and on our

website, through meetings/communication with parents.

- Operate safe recruitment procedures and make sure that all appropriate checks are carried out on new staff and volunteers who will work with children;
- Promote 'Early Help' agendas.

### **Roles and Responsibilities**

All adults working with or on behalf of children, including permanent and temporary staff, volunteers and governors, as well as visitors have a full and active part and responsibility to safeguard and promote the welfare of children.

There are, however, key people within the school, the Diocese and the Local Authority who have specific responsibilities. The names of those in the school carrying these responsibilities for the current year are listed below:

The Designated Safeguarding Lead (DSL) is **Mr B Arnell** (Headteacher), who is accompanied by three Deputy DSLs, **Mrs C Parfitt** (Family Support Worker) **Miss S Hannant** (SENDCo) and **Mrs E Payne** (EYFS Lead)

### **Enhanced Disclosures**

All staff and regular volunteers are required to have an Enhanced Disclosure and Barring Certificate issued through the school. No adult is to be alone with a child at any time without this check being completed and a certificate issued. Visitors without this certificate will be escorted at all times. We appreciate your understanding in this regard.

### **What should I do if I'm worried about a child?**

If you become worried about:

- Comments made by a child;
- Marks or bruising on a child;

- Changes in the child's behaviour or demeanor,

Please report these concerns immediately to the DSL or Deputy DSL (names given overleaf). Please do not leave the building without having reported these concerns.

### **What should I do if I have a concern about an adult's behaviour towards a child?**

If any behaviour of an adult causes you concern you must report this immediately to the Headteacher.

### **What should I do if my concern is about the Headteacher?**

You should speak to the Deputy DSLs (Mrs Parfitt or Miss Hannant) so that they can notify the Chair of Governors or give you information on how to contact the Chair of Governors.

If you have any further concerns, please contact Cathy Armstrong, Chair of Governors at [c.armstrong@standrews.pdet.org.uk](mailto:c.armstrong@standrews.pdet.org.uk)

# Safeguarding is Everyone's Business

*'Look back with pride and move forward with confidence' so that we may 'live life in all its fullness\*.' \*(John 10:10)*

### **What should I do if a child makes a disclosure to me that he/she has/is been/being harmed?**

It is unlikely that this will happen during your time with us. However, it is important that you adopt the following strategies:

- **Listen carefully to what the child is saying to you. Try to remember as much as possible in their own words.**
- **Reassure the child that they are right to tell.**
- **Avoid showing any negativity about what you are being told e.g. anger, disgust, shock or disbelief.**
- **Allow the child to talk freely and without interruption.**
- **Avoid asking leading questions and don't interrogate the child.**
- **Do not promise confidentiality. Explain to the child that you will need to speak to either Mr Arnell, Mrs Parfitt or Miss Hannant.**
- **Immediately record details of the disclosure in the words of the child as far as you are able. This must be written in pen, dated and signed. There are safeguarding recording forms available in the staffroom. You must not make a copy of this record and must pass it on as soon as you have completed it to the DSL/Deputy DSL.**
- **Please do not discuss this disclosure with any other adult other than those identified above.**

### **Expectations of adults on site**

In our capacity as academy staff and governors, we have a duty to behave in a way that reflects well on St Andrews CE Primary School, working at all times within the law and according to our academy, Peterborough Diocese Education Trust

and Local Authority policies and procedures. At no time should public confidence in the academy be put at risk by the actions or words of a member of academy staff or governing body. Volunteers are asked to make a similar commitment.

Mobile phones must be switched off and stored securely when working with children. Mobile phones must not be used in any teaching area in the academy or within toilet or changing areas. If you need to check your phone during school hours, within school grounds, please do this in the staffroom.

Please sign in and out at Reception on each visit to the school. You will be given a visitors badge with a red lanyard that you must wear at all times.

Visitors are asked to produce Photo ID on their first scheduled visit (if a DBS check has not been completed).

As a visitor to the school you must ensure confidentiality about children or members of staff as necessary (except in circumstances already outlined in this leaflet).

All relevant policies including the school's Safeguarding: Child Protection Policy are available on the school website. You may also read a paper copy by asking at the Main Office.

[www.standrewscephprimary.org.uk](http://www.standrewscephprimary.org.uk)

St Andrews CE Primary Academy is part of the Peterborough Diocese Education Trust  
[www.pdet.org.uk](http://www.pdet.org.uk)

