INTRODUCTION

Safeguarding and Child Protection are the most important parts of everyone's jobs at the Federation of Great Ellingham & Rocklands Primary Schools.

We ask everybody who works with our pupils to follow the guidelines set out in this leaflet. Regardless of whether you are a visitor, member of staff or volunteer, we ask that whilst you are at our school you pay heed to our policies and procedures.

Please note the whereabouts of our fire assembly point and fire plan.

KEEPING PUPILS SAFE

The schools operate a policy of restricting unsupervised access to pupils to those who have been correctly vetted.

All adults who work regularly with our young people must undertake a Disclosure Barring Service check, which must be completed before you commence working with our young people.

Adults visiting the site for a meeting and who will be accompanied at all times do not need to be checked. They will be asked to sign in our visitors book and wear a badge, which identifies them as a visitor to the school. Upon departure, visitors will be asked to sign out and return the badge.

FIRST AID

If you encounter a child with any medical concerns or who seems ill, they should be referred immediately to a class teacher, who will arrange for a qualified first aider to assess them.

In case of an accident, please contact the school office and a first aider will be sent.

HEALTH & SAFETY

The school is regularly audited to ensure that the facilities are safe for young people; however, you have a responsibility to ensure that your actions do not endanger the young people in our school.

Please ensure that you follow instructions on the school site and do not operate equipment you are not trained for.

EDUCATIONAL VISITS

All Educational visits are organised in-line with Norfolk Children's Services Policies and Procedures.

CHILD PROTECTION

If you have any child protection concerns about a young person you meet at our school, you should immediately report these to a member of staff.

If you feel that a young person is at risk, or is the subject of abuse, you should contact one of our Designated Safeguarding Leads (as shown on the back of this booklet), as soon as possible and at least by the end of the teaching session.

THINGS YOU SHOULD REPORT

* Does the child seem to be unfed or unkempt?
* Does the child seem to be bruised or have injuries?
* Does the child talk about violence at home?
* Does the child act in an inappropriate manner, relating to sexual matters, for their age?

This list is not exhaustive—please report anything that gives you cause for concern.



WHAT IF A CHILD WANTS TO TELL ME SOMETHING?

If a child wants to tell you about something that is happening to them, you should:

* Tell them you want to make sure they are safe.
* Tell them you will have to pass on what they tell you to help keep them safe.
* Listen carefully and try not to ask questions. If you are shocked by what is being said try not to show it.
* Acknowledge how hard it was for them to tell you this.
* Not criticize the perpetrator, this may be someone they love.
* Use open questions, such as, 'Is there anything else you want to tell me?' Do not press for details with questions like, 'What did they do next?'
* The staff role is to listen, not investigate.
* Accept what the child says, be careful not to burden them with guilt by asking questions.
* Remember: never promise to keep a secret, always pass information on immediately.

Who to inform:



Designated Senior Lead:

Mrs Julie Dekker
Executive Head teacher



Designated Senior Person:

Miss Kayleigh Blake
Federation Deputy Head teacher



Designated Senior Person:

Mrs Joanne Shaw
Teacher (Rocklands)



Designated Senior Person:

Miss Leona Caie
Pastoral Lead

Governor with responsibility for Safeguarding:

Mr Andrew Roebuck

Federation of
Great Ellingham Primary School &
Rocklands Community Primary School

School Visitor

Safeguarding Guide