

The Weald Primary School has a Safeguarding Policy. A copy is available on our website <http://www.wealdprimaryschool.co.uk/about/policies>

For more information please contact the school directly.

Remember it is not your responsibility to investigate child abuse. But you should tell the appropriate person within the school. These people have the training and know to whom to pass your comments.

Children's Social Care and the Police will make the final decision on whether concerns need to be investigated.

Our Designated Safeguarding Team



Mr James Baguley
Headteacher
Designated Senior Lead for Child Protection and Safeguarding



Mrs Rebecca Hopkins
SENDCo & Inclusion Lead
Designated Senior Lead for Child Protection and Safeguarding



Mrs Helen Young
Home School Link Worker
Deputy Designated Senior Lead for Child Protection and Safeguarding



Miss Kerry Cosgrove
School Administrator
Deputy Designated Senior Lead for Child Protection and Safeguarding



THE WEALD CHURCH OF ENGLAND PRIMARY SCHOOL

An Academy in the Good Shepherd Trust

Newdigate Road, Beare Green, Surrey,
RH5 4QW

Phone: 01306 711719

Fax: 01306 712529

Email: info@wealdprimaryschool.co.uk

Website: www.wealdprimaryschool.co.uk



Safeguarding

Welcome to our school. Before you may enter our school you are required to sign in and to wear your visitors' badge at all times.

Thank you for your co-operation in this important matter.

The Safeguarding of children is our priority.

Inside this leaflet is information about how you can help the safeguarding of children in our school and who to talk to if you have any concerns.

Please take the time to read this leaflet.

Safeguarding information

How do I ensure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect.

As a visitor or volunteer you may be working closely with children, sometimes on a one-to-one basis. If you are working with a child on their own, always ensure that the door is left open or that you are visible to others.

Children, especially when they are young, are often spontaneously affectionate and tactile. It is important not to alienate them through lack of response or by appearing to reject this. However, you must be mindful of what an appropriate response is.

Do not photograph pupils unless requested to do so by the class teacher. Do not exchange emails, text messages or social media dialogue with the children and do not give out your personal details. Mobile phones should not be in sight or used on the school premises while children are on site.

If you become made aware of any safeguarding concerns, for example peer on peer abuse, please use the report flowchart and immediately inform a DSL.

What if I am worried about a child? If while working with a child you become concerned about:

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

Please ask to speak to one of the designated Safeguarding team by enquiring at the school office.

What should I do if a child discloses that s/he is being harmed?

Although the likelihood of this is small it is important to know what to do in such an eventuality as children rarely lie about such matters.

- Listen to what is being said without displaying shock or disbelief; accept what is being said.
- Allow the child to talk freely.
- Reassure 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 Safeguarding Team in order that they can help him/her.
- Do not interrogate the child or ask leading questions.
- Reassure the child that it is not their fault.
- Stress that it was the right thing to tell. • Listen rather than ask direct questions.
- Do not criticise the alleged perpetrator.

Immediately record details of the disclosure including, if possible, the exact words or phrases used by the child. Forms for the recording of the information of this nature are available from the school office and should be completed and returned to the Designated Safeguarding Team to be dealt with in the most appropriate way. Please ensure you have signed and dated the record. Never keep concerns about the safety of a child to yourself. The concerns you have may be a part of a bigger picture which could help prevent serious harm to a child. Giving families help at an early stage can prevent abuse and neglect.

If you have a concern or need to report a disclosure, call our Designated Safeguarding Team on 01306 711719.

If you believe a child may be in serious risk of harm and you require advice outside of school hours you

should contact Children's Services on 0300 123 1620 or email serefhub@surreycc.gov.uk

Out of the hours 9am-5pm please call 01483 517898.

If you believe a child may be in immediate danger call 999.

First Aid

Any child who is injured or ill should be taken to the school office. If the child is too unwell to be sent a message must be sent to the office for a first aider to assist at the scene. Teachers must be informed of any serious injuries ie a bang to the head. Children should only be sent to the office during lesson times if they require first aid or are too ill to stay in school.

Identity lanyards



Blue staff lanyard. All Weald Primary School staff should wear a blue lanyard.



Green lanyard. Visitors wearing a green lanyard are DBS checked and are able to walk around school without a member of staff.



Red lanyard. Visitors wearing a red lanyard are not DBS checked and must be accompanied by a member of Weald Staff.