

SAFE WORKING within Harrop Fold School

Provide a good example and be a positive role-model by being respectful, fair and considerate to all.

Treat all young people equally - never build a 'special relationship' or favour a particular student above all others.

Ensure that when working with individual children, that the door is left open, or that you can be visible to others.

Do not photograph children (unless requested by the school staff) exchange emails, text messages, and phone numbers or give out your own personal details.

Do not receive or give gifts unless arranged through school.

Only touch children for professional reasons and when this is necessary and appropriate for the child's well-being and safety

ALLEGATIONS

Any allegations against staff should be reported directly to the Headteacher.

If the concerns are about the Headteacher please inform the Chair of Governors

We are committed to safeguarding and meeting the needs of all our young people. Within school we have a dedicated Safeguarding Team.

Whole school Senior Designated Safeguarding Lead:

**Interim Director of PSDW
Miranda Rathmell**

Whole school Deputy Designated Safeguarding Lead:

Mrs Michelle Gleeson

The School Governor with responsibility for safeguarding is **Councillor Critchley**

The Chair of Governors is **Anne Boyson**

Everyone has a responsibility to make sure that young people within Harrop Fold School are safe.

PLEASE DO NOT:

Decide to do nothing or leave our school without telling anyone.

Harrop Fold School

**Safeguarding
Procedures for
visitors**

September 2018/2019

**Harrop Fold School
Hilton Lane
Worsley
M280SY
0161 790 5022**

Volunteers / Visitors Responsibility

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 interaction which would lead any reasonable person to question your motivation and intention.

At Harrop Fold School we all have a duty to safeguard and promote the welfare of our children.

DBS certificates

All staff, including supply staff, regular visitors and volunteers are subject to Disclosure and Barring Service (DBS) certificates. This is to help ensure that unsuitable people are prevented from working with children. Advice about DBS certificates is available from the school office

SIGNING IN DOCUMENT

Infrequent visitors will be asked to sign in at the Reception Desk. By signing in you agree to comply with Safeguarding procedures within Harrop Fold School

IDENTITY BADGES

All visitors within Harrop Fold School must either wear their visitors badge received from Reception or their agency / school's identity badge. Any adults 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 and 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 whilst working with a child 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 school's **Deputy Designated Safeguarding Lead Michelle Gleeson**

Disclosure of abuse by a child:

Whilst this can be an alarming situation, it is important that you know what to do in such an eventuality and for you to be able 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 their 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 that need to know and can help.
- Record details of the disclosure immediately, including wherever possible the exact words or phrases used by the child. Sign and date the record.
- Report your concerns and give your written record to the Deputy Designated Safeguarding Lead Michelle Gleeson to enable the matter to be dealt with in the most appropriate way.

Salford's Multi- Agency Safeguarding Hub - The Bridge deals with referrals from professionals and members of the public who may have concerns about a child's welfare.

Telephone number: 0161 603 4500

Online referral form available: Worried about a child Salford.

