

SAFEGUARDING AT HATHERLEIGH COMMUNITY PRIMARY SCHOOL

You will have been given this sheet because you are joining our team as a paid member of staff or as a volunteer. Whatever your role in school you have a responsibility in ensuring that all our children and adults remain safe.

Safeguarding is not just about protecting children from deliberate harm. It includes such things as pupil safety, bullying, racist abuse and harassment, educational visits, intimate care, children missing education and internet safety etc. Abuse can take place in any family, institution or community setting, by telephone or on the internet.

Physical Abuse : This can involve hitting, shaking, throwing, poisoning, punching, kicking, scalding, burning, drowning and suffocating. It can also result when a parent or carer deliberately causes the ill health of a child in order to seek attention through fabricated or induced illness.

Emotional Abuse: Emotional Abuse is where a child's need for love, security, recognition and praise is not met. It may involve seeing or hearing the ill-treatment of someone else such as in Domestic Violence or Domestic Abuse. A parent, carer or authority figure is considered emotionally abusive when they are consistently hostile, rejecting, threatening or undermining toward a child or other family member.

Sexual Abuse : Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This may include physical contact or viewing pornographic material including through the use of the internet.

Neglect : Neglect is the persistent failure to meet a child's basic physical and/or psychological needs which can significantly harm their health and development. Neglect can include inadequate supervision (being left alone for long periods of time), lack of stimulation, social contact or education, lack of appropriate food, shelter, appropriate clothing for conditions and medical attention and treatment when necessary.

What to do if you are concerned

If a child makes an allegation or disclosure of abuse against an adult or other child or young person, it is important that you:

- Stay calm and listen carefully.
- Reassure them that they have done the right thing in telling you.
- Do not investigate or ask leading questions.
- Let them know that you will need to tell someone else.
- Do not promise to keep what they have told you a secret.
- Inform your Senior Designated Officer as soon as possible.
- Make a written record of the allegation, disclosure or incident which you must sign, date and record your position using the schools' safeguarding record log forms.

If you feel concerned about a child's welfare you can refer directly to MASH which is a multi agency safeguarding hub on 0345 155 1071 or Email: mashsecure@devon.gcsx.gov.uk

If you are concerned that a member of staff or adult in a position of trust poses a danger to a child or young person or that they might be abusing a child or young person you should report your concerns to the Headteacher. Where those concerns relate to the Headteacher however, this should be reported to the Chair of Governors using the schools 'Whistle blowing' policy.

If an allegation is made against an adult in a position of trust whether they be members of staff or volunteers this should be brought to the immediate attention of the Designated Officer who will advise the Headteacher. In the case of the allegation being made against the Headteacher this will be brought to the immediate attention of the Chair of Governors. The Headteacher/Chair of Governors will need to discuss with the Local Authority Designated Officer (LADO) the nature of the allegations in order for the appropriate action to be taken. This may constitute an initial evaluation meeting or strategy discussion depending on the allegation being made. Head teachers will need to:

- Refer to the LADO immediately and follow up in writing within 48 hours. Consider safeguarding arrangements of the child or young person to ensure they are away from the alleged abuser.
- Contact the parents or carers of the child/young person if advised to do so by the LADO.
- Consider the rights of the staff member for a fair and equal process of investigation.
- Ensure that the appropriate disciplinary procedures are followed including whether suspending a member of staff from work until the outcome of any investigation is deemed necessary.
- Act on any decision made in any strategy meeting.
- Advise the Independent Safeguarding Authority where a member of staff has been disciplined or dismissed as a result of the allegations being made.

Confidentiality

We have a confidentiality policy which states that sharing information unnecessarily is an erosion of trust. It is very important that you do not discuss school business outside school. However it is also essential that *where it is necessary to ensure a child's safety and well-being information should be shared with other professionals*. In many cases it is only when information from a range of sources is put together that a child can be seen to be in need or at risk.

First Aid

We have several qualified First Aiders in school. They are listed on the health and safety board to the right hand side of the staff room door. First aid kits are in the Library, Year 5 classroom, Music Hall and the Morgan Hall. Ice packs are kept in the fridge in the cookery area. Phones are located in the Music Hall, Hawthorns Class, Chestnuts Class staff room, Willows classroom as well as the offices. Dial 9 for outside line. All incidents should be recorded on a first aid form and handed into the office.