

### **Safe working within Lacock Primary School**

- Provide a good example and be a positive role-model by being respectful, fair and considerate to all.
- Treat all children equally – never build a 'special relationship' or favour a particular child 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.
- 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 a member of staff should be reported to Mrs Jackson, Headteacher

If the concern is about the Headteacher, please contact Mr Simon Winfield, Chair of Governors [s.winfield@lacock.wilts.sch.uk](mailto:s.winfield@lacock.wilts.sch.uk)

### **Contact details**

The school office can be reached on:  
01249 730271 [admin@lacock.wilts.sch.uk](mailto:admin@lacock.wilts.sch.uk)

Our Designated safeguarding Lead can be reached on:  
01249 730271 [c.jackson@lacock.wilts.sch.uk](mailto:c.jackson@lacock.wilts.sch.uk)

Our Deputy Designated Safeguarding Lead can be reached on:  
01249 730271 [mrs.white@lacock.wilts.sch.uk](mailto:mrs.white@lacock.wilts.sch.uk)

MASH (Multi-Agency Safeguarding Hub) can be reached on:

0300 4560108 / [mash@wiltshire.gov.uk](mailto:mash@wiltshire.gov.uk)

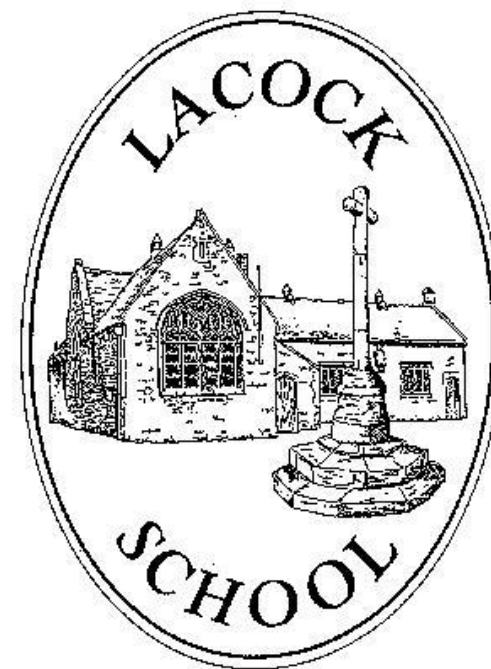
We are committed to safeguarding and meeting the needs of all our children.

**Designated Safeguarding Lead:** Mrs Caroline Jackson

**Deputy Designated Safeguarding Lead:** Mrs Ann White

Everyone has a responsibility to make sure that children at Lacock Primary School are safe.

## **Lacock Primary School** **Primary School**



## **Safeguarding**

*A guide to our Safeguarding and Child Protection policies and procedures*

***Thank you for taking the time to read this leaflet and learning how to safeguard our children.***

## Welcome

If this is your first visit to Lacock Primary School, then we would like to extend a very warm welcome to you. Whatever your reason is for being here, we hope that you enjoy your time with us. We are a very happy team at Lacock Primary School, with great relationships between staff and pupils and between the school and the local community. We believe in putting the children at the heart of what we do and as such, we are committed to safeguarding and promoting the welfare of our children.

## 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 contact which would lead any reasonable person to question your motivation and intention. We all have a duty to safeguard and promote the welfare of our children. All staff and visitors are expected to follow a code of conduct which keeps children safe at all times.

## DBS certificates

All staff, including supply staff, regular visitors and volunteers have 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. Visitors and students are asked to bring their DBS certificate to the school office the first time they come to Lacock Primary School.

## ID badges

All staff must wear their ID badge. All visitors must wear the visitors badge received from the school office. Any adults without a badge will be challenged.



## Mobile Phones

Mobile phones **should not be used** whilst in school. Photos of children should not be taken. Please switch off, and leave off, all mobile phones and devices whilst you are visiting Lacock Primary School. Thank you.

## Fire Safety

Should the fire alarm go off during your visit, please find the nearest exit and meet on the school field.

## What to do if you are worried about a child

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 the school's Designated Safeguarding Lead.

Whilst this can be an alarming situation, it is important that you know what to do should a child disclose any information to you.

- 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 other adults 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 one of the Designated Safeguarding Leads to enable the matter to be dealt with in the most appropriate way.
- Be aware of your own feelings about abuse and find someone you can share your feelings with once the procedures have been completed. It is important to remember that children's details and names must remain confidential and any discussion that you feel you need to undertake does not allow the child to be identified to anyone else.