

## SAFER WORKING PRACTICE

It is essential that all possible steps are taken to provide an environment that promotes the safeguarding of children and also the adults that come into contact with them.

### Physical Contact

When you are working with children always ensure that other adults are close by and that you are in sight. Ensure you have been made aware of what physical contact is appropriate for you and the children you are working with. Report any inappropriate contact initiated by a child or any incident where intervention has taken place.

### Communication

Remember that any personal information put on the internet is available for all to see.

Do not text, email or give out any personal contact details to any children you come into contact with.

Parent/carers permission must have been sought for the taking and/or display of photographic images or video clips.

### Managing Behaviour

Always make sure you have the relevant information to help you deal with the needs of each individual child.

Record any incidents where you have had to use your own judgement with the class teacher immediately or as soon as possible.

### Boundaries

Be aware that everyone has a Safeguarding responsibility.

Avoid language and behaviour that might be misinterpreted or considered inappropriate by others.

Never make promises or keep secrets. Be open, honest and transparent.

Treat children with respect, never using sarcasm, demeaning or insensitive comments.

Don't share any personal information about children you come into contact with, other than with the class teacher or Designated Safeguarding Lead.

## FURTHER INFORMATION

The names of the current Designated Safeguarding Leads and the Safeguarding Governor can be found on the school website or from the school office.

Contact details for the Chairs of Governors and named Safeguarding Governor can be obtained from the school office.

### Useful references are:

Suffolk Safeguarding Children's Board

[www.suffolkscb.org.uk](http://www.suffolkscb.org.uk)

Department for Children, Schools and Families

[www.dscf.gov.uk/everychildmatters](http://www.dscf.gov.uk/everychildmatters)

Safeguarding Policy on the school website

[www.helmingham.suffolk.sch.uk](http://www.helmingham.suffolk.sch.uk)

Or via the school office

Helmingham C P School

School Road

Stowmarket

Suffolk

IP14 6EX

01473 890267

[admin@helmingham.suffolk.sch.uk](mailto:admin@helmingham.suffolk.sch.uk)

# HELMINGHAM COMMUNITY PRIMARY SCHOOL

## SAFEGUARDING CHILDREN



## INFORMATION FOR PARENTS AND VOLUNTEERS 2016

# Safeguarding for Parents and Volunteers

## INTRODUCTION

This leaflet has been produced for parents and volunteers in school to raise awareness and provide information about Safeguarding children. The school has rigorous guidelines and policies to promote Safeguarding. These include safer recruitment, obtaining statutory checks on staff, volunteers and visitors, and e-safety. Specific training is undertaken by all staff, Governors and regular volunteers within the school. The school has two Designated Safeguarding Leads who are responsible for safeguarding in the school and are available for Safeguarding concerns. There is also a named Governor responsible for Safeguarding.

## WHAT DOES SAFEGUARDING CHILDREN MEAN?

**All adults** that come into contact with children, including parents and volunteers, have a responsibility to help keep those children safe from harm and danger, to Safeguard and promote their welfare. In order to do this it is essential that parents and volunteer helpers have an understanding of Safeguarding within the school setting, and what to do if there are any concerns about a child or young person.

## WHAT IS CHILD ABUSE

A child is abused when a parent, carer, other family member or another adult known to the child deliberately causes harm, neglects or fails to protect the child from harm. The types of abuse include:

- Physical
- Sexual
- Emotional
- Neglect

Children may also be abused by other children. Abuse can happen at any age and in settings, within or other outside the home environment. Children can also be abused via mobile phones, the internet and social networking. Schools also have a duty to protect children from radicalization and extremism as part of the Governments Prevent Strategy.

## **WHAT TO DO IF YOU ARE CONCERNED?**

You may become aware of a concern by:

- Your own observation
- Being told by another person
- Being told by the child
- Being told by the abuser

**If there is a concern you should first** talk to the Class Teacher or Designated Safeguarding Lead (DSL) —DO NOT DELAY.

The names of the Designated Safeguarding Leads can be found via the class teacher, on notices around the school, school website or school

office.

You can also refer your concern directly to Customer First on 0808 800 4005 or in an emergence via 999.

**Everyone has a duty to refer on any Safeguarding concerns about a child, within or out of school.**

You will be asked to make an accurate, written, signed and dated note of your concern and give it immediately to the class teacher or DSL. Your notes could count as evidence in the process.

If a child makes the disclosure then listen, don't ask questions or make promises.

Do tell them you are going to tell the teacher or DSL.

If your concern involves the class teacher or DSL then you should contact the Chair of Governors via the school office.

Once you have followed these procedures the concern will be dealt with by the school following strict procedures and may also then be dealt with by multi-agency processes including Social Services and the Police.

**ALL INFORMATION THAT YOU HAVE HEARD AND RECORDED MUST REMAIN STRICTLY CONFIDENTIAL**