

CHILD PROTECTION PROCEDURES

Who to report to

Please report any concern or disclosure from a pupil or adult to:

- Designated Safeguarding Lead = Berkeley Basinger-Adams (Headteacher)
- Or in his absence the Deputy Designated Safeguarding Lead = Steve Wyatt

Key Principles

If you are told anything, witness anything, or 'feel' something is not right – then report this to the personnel above.

Please remember that poor behaviour choices can also be an indicator of a safeguarding concern.

There are four categories of abuse: remember peer-on-peer abuse fall within any of these

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

But please look out for the following (up to date 'signs' are on the safeguarding board – please familiarise yourself with this information):

- Radicalisation (religious or home-grown)
- Sexualised Behaviours not appropriate to age
- Concerns over FGM (Female Genital Mutilation)
- Concerns over CSE (Child Sexual Exploitation)
- Concerns over CCE (Child Criminal Exploitation) or County Lines

If you spot the signs of any of these forms of abuse (**information sheets are on display on the safeguarding board in the staff room**) please report your concerns to the DSL / DDSL personnel.

Disclosure of abuse by a child

It is important that you do the following:

- Listen but stay calm
- Make notes (on a piece of paper – these can be transferred to a Welfare concern form later)
- Do not question if you believe it is a safeguarding issue...**the child should not be interviewed**....you can say "Can you TELL me about what happened", "Can you EXPLAIN what happened", "Can you DESCRIBE what happened"
- Tell the child they have done the right thing but that to keep them safe you MUST tell the DSL / DDSL.

Guidance for recording information

You should record your concerns as soon as possible and any note should include the following:

- The nature of your concern;
- What is the evidence that led to the concern;
- What the child said (if a discussion has taken place) and,
- What you did or said in response (if a discussion has taken place)

PLEASE USE THE WELFARE CONCERN FORMS AVAILABLE IN THE STAFF ROOM

COOMBE BISSETT PRIMARY SCHOOL

Key information for Visitors and Volunteers

October 2021

Please remember to:

- sign-in and sign-out,
- show your identification and DBS,
- wear a visitors lanyard,
- read this document

TIMETABLE

8.40am = Gates open to playground and pupils go into classrooms for 'morning tasks'

8.55am = Register

9.00am = Register closes

9.00–9.30am = Reading Spine

9.30–10.30am = English

10.30am = Playtime KS1

10.45am = Playtime KS2

11.00–12.00pm = Maths

12.00–1.00 = Lunchtime – KS1 in hall 12-12.30, KS2 at Play, then swap over till 1pm

1pm = Register and Maths Fluency

1.10pm (2.50pm on Fridays) = Collective Worship

3.15pm = Parents collect their child from playground (Oak to gate, Elm at fire door, KS2 through hall to hall door)

Wet playtimes are supervised by the class teacher in classrooms, wet lunches by MDSAs in the classrooms.

FIRE ALARMS

- If you hear the Fire Alarm please escort the children through the nearest available exit to the Playground.
- DO NOT RUN.
- The Fire Assembly point is at the end of the playground furthest from the school.

REMEMBER TO TAKE THE CLASS MEDICAL PACK.

VALUES

We expect the children to always be:

- Show CARE and respect to others, resources and the environment
- BELIEVE in themselves and others through positive language and actions
- COMMIT to their learning and friendships
- Be BRAVE to try their best and to make good choices
- Be CREATIVE to solve problems peacefully
- Be BRILLIANT in their choices towards others

REWARDS

All adults will use the following systems:

- Team Tokens (issued for good manners, golden rules being followed, good answers, good effort, good learning power, good 'Values for Life' being shown)
- Merit for an excellent piece of work
- Names on the Values Scroll

SANCTIONS

Poor behavior choices are sanctioned through 2 'reminders', then moving peg to Amber, then moving peg to Red at which point the sanction is applied.

Remind the child of the behavior they are exhibiting that is unacceptable and of the potential sanction.

If the behavior warrants more immediate action please leapfrog the 'reminders'.

Sanctions include:

- Time out – on playground or field at play/lunch
- Time out of the classroom into another class or the hall

CODE OF CONDUCT

We expect ALL adults to behave in the following manner:

- With respect and kindness towards the children
- Modelling the Values
- With respect towards other adults
- With professionalism

REMEMBER

- Not to use personal digital equipment (e.g. mobile phones, i-pads)
- Not to be alone in a room with a child – you should protect yourself from any potential allegations
- Not to use foul or abusive language
- Wear appropriate clothing (no low-cut tops or short skirts, always wear a top)
- Not to smoke or drink alcohol on the premises

PROTOCOLS

- ALL visitors are expected to sign-in and sign-out in the visitors log in the Foyer.
- ALL visitors are required to wear a visitor's identification lanyard.
- ALL visitors are expected to show the appropriate identification, and where appropriate their DBS clearance.
- ALL CONTRACTORS are expected to show their method statements & risk assessments to the School Business Manager or Headteacher before commencing work.

SUPPLY TEACHERS

- Ask the TA for the class register (SIMS)
- Check the SUPPLY TEACHER notes for information for the day for that class
- Mark the work indicating SUPPLY
- Complete a 'feedback' form