

## INTRODUCTION

Safeguarding and Child Protection are the most important parts of everyone's jobs at the Unity Federation and here at our school.

We ask everybody who works with our pupils to follow the guidelines set out in this leaflet. Regardless of whether you are a visitor, member of staff or volunteer, we ask that whilst you are at our school you pay heed to our policies and procedures.

## KEEPING PUPILS SAFE

All adults who work regularly with our young people must undertake a Disclosure Barring Service check, which must be completed before you commence working with our young people.

Adults visiting the site for a meeting and who will be accompanied at all times do not need to be checked. They will be asked to sign in our visitors book and wear a badge, which identifies them as a visitor to the school. Upon departure, visitors will be asked to sign out and return the badge.

Do not think any worry you may have is insignificant if it is about hygiene, appearance or behavior—we would rather you told us as we need to know about any niggling doubt rather than missing a worrying situation.

## FIRST AID

If you encounter a child with any medical concerns or who seems ill, they should be referred immediately to a class teacher, who will arrange for a qualified first aider to assess them.

In case of an accident, please contact the school office or a member of the senior leadership team and a first aider will be sent.

## HEALTH & SAFETY

The school is regularly audited to ensure that the facilities are safe for young people; however, you have a responsibility to ensure that your actions do not endanger the young people in our school.

Please ensure that you follow instructions on the school site and do not operate equipment you are not trained for.

## EDUCATIONAL VISITS

All Educational visits are organised in-line with Norfolk Children's Services Policies and Procedures as well as those set by Diocese of Norwich Education and Academies Trust (DNEAT).

## CHILD PROTECTION

If you have any child protection concerns about a young person you meet at our school, you should immediately report these to a member of staff.

If you feel that a young person is at risk, or is the subject of abuse, you should contact one of our Designated Safeguarding Leads (as shown on the back of this booklet), as soon as possible and at least by the end of the teaching session.

## THINGS YOU SHOULD REPORT

- \* Does the child seem to be unfed or unkempt?
- \* Does the child seem to be bruised or have injuries?
- \* Does the child talk about violence at home?
- \* Does the child act in an inappropriate manner, relating to sexual matters, for their age?

This list is not exhaustive—please report anything that gives you cause for concern. If you think the matter is very serious and related to child protection; for example, physical, emotional, sexual abuse or neglect, you must find one of the

## WHAT IF A CHILD WANTS TO TELL ME SOMETHING?

If a child wants to tell you about something that is happening to them, you should:

- \* Tell them you want to make sure they are safe.
- \* Tell them you will have to pass on what they tell you to help keep them safe.
- \* Listen carefully and try not to ask questions. If you are shocked by what is being said try not to show it.
- \* Acknowledge how hard it was for them to tell you this.
- \* Not criticize the perpetrator, this may be someone they love.
- \* Use open questions, such as, 'Is there anything else you want to tell me?' Do not press for details with questions like, 'What did they do next?'
- \* The staff role is to listen, not investigate.
- \* Accept what the child says, be careful not to burden them with guilt by asking questions.
- \* Remember: never promise to keep a secret, always pass information on immediately.

## Who to inform:



### **Designated Safeguarding Lead**

Miss Suzannah Hayes  
Executive Headteacher



### **Designated Senior Person:**

Miss Jessica Woodrow  
Head of School  
Little Snoring Community Primary Academy



### **Designated Senior Person:**

Mrs Hannah Davies  
Head of School  
Colkirk Primary Academy



### **Designated Senior Person:**

Miss Rachel Daboo  
Head of School  
Sculthorpe Primary Academy



### **Designated Senior Person:**

Ms Suzanne Dean  
Federation SENDCO  
Colkirk Primary Academy

# School Visitor

# Safeguarding Guide

### **Contact Details**

Little Snoring Primary Academy: 01328 878362  
Colkirk Primary Academy: 01328 862684  
Sculthorpe Primary Academy: 01328 862704