

Meet the designated Safeguarding Staff

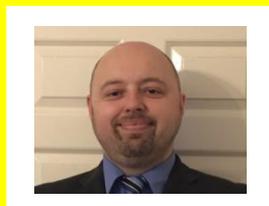
Mr M Foster
Headteacher
Designated Safeguarding Lead



Mr D Foster
Deputy Headteacher
Dep. Designated Safeguarding Lead



Mr P Bainbridge
Governor
Safeguarding Governor



Designated Members of Staff

The role of the designated Person for Child Protection is to take responsibility for dealing with child protection issues, provide advice and support to other staff, liaising with the local authority and working with other agencies

Single Record Control

The single record control holds information on all staff, volunteers and contractors working within the school. The school administration staff are responsible for the upkeep of the SCR and the Headteacher monitors it regularly inline with OFSTED requirements

What to do if children talk to you about abuse or neglect

It is recognised that a child may seek you out to share information about abuse or neglect, or talk spontaneously individually or in groups when you are present. In these situations **YOU MUST:**

Listen carefully to the child. **DO NOT** directly question the child.

Give the child time and attention.

Allow the child to give a spontaneous account; do not stop a child who is freely recalling significant events.

Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the child's presentation as well as what was said. Do not throw this away as it may later be needed as evidence. A handwritten record is best.

Use the child's own words where possible.

Explain that you cannot promise not to speak to others about the information they have shared - do not offer false confidentiality.

Reassure the child that: they have done the right thing in telling you & they have not done anything wrong;

Tell the child what you are going to do next and explain that you will need to get help to keep him/her safe.

DO NOT ask the child to repeat his or her account of events to anyone.

If you have a Child Protection concern about a child but they have not said anything you should: Consult about your concern

Because of your observations of, or information received you may become concerned about a child who has not spoken to you.

It is good practice to ask a child why they are upset or how a cut or bruise was caused, or respond to a child wanting to talk to you. This practice can help clarify vague concerns and result in appropriate action.

If you are concerned about a child you must share your concerns. Initially you should talk to one of the people designated as responsible for child protection within the school. This person is **Mark Foster, (Head teacher)** or in his absence **David Foster, (Deputy Head teacher)**.

Staff Conduct

If you are concerned about a member of staff:

Immediately inform the Headteacher – Mr M Foster

In his absence, immediately inform the Deputy Headteacher – Mr D Foster

Keeping yourself Safe

Wear your visitors badge and keep it visible at all times

Be professional. Be careful how you interact with or speak with a child, the child may interpret it differently

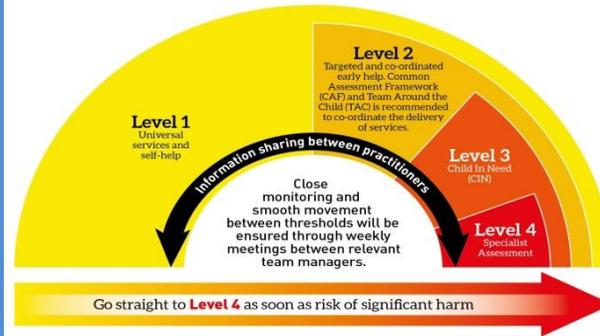
Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.

Avoid being on your own with a child, always ensure that a door is open and that you are visible to others

Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident, time and date it and pass it on to the designated safeguarding officer.

If you have any concerns about the conduct of staff, it is your responsibility to inform the designated safeguarding officer.

Salford Thresholds of Need and Response



If you are worried about a child contact The Bridge Partnership on **0161 603 4500** or email worriedaboutachild@salford.gov.uk

First Aid

There are many first aiders in school.

If you need a first aider the office staff will assist where possible or direct you to a member of staff who can help.

All inhalers are kept in position in class that the children are aware of

All medicine must be administered to children only if a parent has completed a consent form (found in the school office)

Fire Safety

Upon hearing the fire alarm please leave the building via the nearest exit and assemble on either of the playgrounds. A member of the office staff will then ensure that all visitors are accounted for. If you volunteer in a class, please exit and wait for your class.

Wardley CE Primary School



Safeguarding Information for Visitors and Volunteers

'With God's love we enjoy and excel together'

AT Wardley Primary School we take pride in ensuring that all children are safe, happy and valued. Through an inspiring and creative curriculum, our children experience countless opportunities to shine and achieve their potential.

We provide motivating and challenging environment, where all their achievements are celebrated. Children are encouraged to become successful, confident and independent learners.

At Wardley we are committed to safeguarding and promoting the welfare of all children and require all staff, volunteers and visitors to share this commitment. This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it please speak to any of the contacts listed.

Please keep this leaflet in a safe place so that you can read it again if you need to.