

### Disclosure of abuse by a child:

It is important to know what do should a disclosure be made. Please stay calm and controlled and follow this guidance:

- Listen to what is being said without displaying shock or disbelief.
- Accept what is being said.
- Allow the child to speak freely, listen to them.
- Do not interrogate the child or ask leading questions. Reassure the child that it is not their fault.
- Reassure the child that it is right to tell.
- Do not make promises that might not be possible to keep.
- Do not promise confidentiality. Explain to the child you will have to tell someone in order to help.
- Make them aware that their disclosure will only be reported to those who need to know.
- Record details of the disclosure immediately. Include exact words and phrases and sign and date the record.
- Report the concerns to the designated safeguarding lead.

**These details must remain confidential.**

### Volunteers' and Visitors responsibilities

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 with children which would lead any reasonable person to question your motivation and intention.

### Volunteers' and Visitors responsibilities

Social Media is not to be used to publish any content which may result in actions for deformation, discriminations, breaches of copyright, GDPR or other claim for damages. This includes but not limited to material of an illegal, sexual or offensive nature that may bring the school into disrepute.

References should not be made to any staff member, pupil, parent or school activity / event unless prior permission has been obtained and agreed with the Headteacher.

### Use of mobile phones

You are not permitted to use your own mobile phones in school, unless it is used in a designated area. You are not permitted to take photo or video/audio recordings of any children.

# Netherton CE Primary School

## Safeguarding Procedures



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

Netherton CE Primary School  
Highbridge Road  
DY2 0HU

Mrs K Harvey  
Headteacher  
Designated Safeguarding Lead

Mrs W Rickers  
Assistant Headteacher  
Designated Safeguarding Lead

Mrs T Parton  
Family Link Worker and Deputy Safeguarding Lead

Mrs J Wheatley  
Deputy Safeguarding Lead and Foundation Coordinator.

Mrs L Ryall-White  
Deputy Safeguarding Lead and SENCO  
Designated teacher for CLA



### **Worried about a child?**

If you hear or see anything of a sensitive nature, from or about a child, which causes you concern, please discuss it with a member of staff as soon as you can.

Abuse (physical, sexual, emotional or neglect) can have a damaging effect on a child's health, educational attainment and emotional well-being. If, whilst working with a child, you become concerned about 1) Comments made by a child 2) Marks or bruising on a child 3) Changes in a child's behaviour, please report this to one of our safeguarding leaders:

Mrs Kathryn Harvey -Designated Safe-guarding Lead And Headteacher

Mrs Wendy Rickers-Designated Safe-guarding Lead And Assistant Headteacher

Mrs Tracey Parton– Deputy Safeguarding Lead and Family Link Worker

Mrs Jo Wheatley– Deputy Safeguarding Lead and Foundation Coordinator.

Mrs L Ryall-White—Deputy Safeguarding Lead and SENCO and designated teacher for CLA

### **Allegations against adults working with children**

If you are concerned about the actions of an adult in school, then you should refer to the whistleblowing policy. A copy can be found in the school office.

### **Evacuation Procedures and Protocol**

#### **Notification of Lockdown**

Staff will be notified that lockdown procedures are to take place immediately on **hearing the continuous ringing of the school bell.**

On hearing this all staff must follow the **CLOSE** procedure:

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure – be aware that you may be in lockdown for some time

#### **On hearing the continuous ringing of the school bell:**

On hearing the alarm the member of staff should immediately reassure the children and block the door using the red bar by the side of the door. The same procedure applies if in the hall.

If outside usher children into school building as quickly as possible closing all external doors behind them. They should enter the nearest classroom and block the door using the red bar by the side of the door.

Children are to remain in the room they are in and staff will ensure the windows are closed, locked and screened where possible. Children are to be positioned away from possible sightlines from external windows/ doors. Smart boards and computer monitors to be turned off. Mobile phones are put on silent mode, do not attempt to ring out, this may interfere with SLT trying to make contact. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher. If practicable staff should notify the front office by phone that they have entered lockdown and identify those children not accounted for.

**NO ONE SHOULD MOVE ABOUT THE SCHOOL**

### **On discovering a fire**

You must immediately sound the alarm by breaking the glass on the nearest break glass call point.

#### **In the event of a fire alarm**

You must stop what you are doing and leave the building via the nearest exit and line up at the fire assembly point which is the top playground.

#### **DBS Certificates**

All staff, including supply staff, regular visitors and volunteers are subject to Disclosure and Barring Services certificates. This is to help ensure unsuitable people are prevented from working with children. Advice on DBS checks is available from the school office.

#### **Health and Safety**

All accidents must be reported to the school office where first aid is available. A defibrillator is also available in the school office.

**Everyone has a responsibility to make sure that children in the school are safe.**

**Please do not:** Decide to do nothing and leave our school without reporting any concerns.