

## Safeguarding Statement

Devonshire Infant and Junior Academies are committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment.

This leaflet explains our expectations of you while visiting our school. If you are unclear about any information in it, please speak to one of the named contacts. Please keep this leaflet in a safe place so that you can refer to it again if you need to.

If you are concerned about the safety of any child in our schools, please immediately inform one of the designated Safeguarding Leads

If you are concerned about the conduct of a member of staff, please talk to the Executive Head Teacher of one of the Heads of School.

## VISITOR PROCEDURES

All visitors must report and sign in at reception

Visitors should wear the Visitor badge/Sticker at all times

The use of personal mobile phones or cameras is strictly prohibited on site unless authorised by a member of SMT

All visitors MUST report back to reception where they signed in to sign out before leaving the building

Visitors needing to visit both schools must sign in at EACH reception so staff know you are on site.

**In case of fire**, INFANT assembly point is across the car-park and up the steps onto the Junior Field area

JUNIOR assembly point is on the large Junior Playground

## Useful Contacts

### Designated Safeguarding leads:

Sharon Gibson

(Head of School—Infants)

Elise Waldron

(Head of School—Juniors)

### Deputy Designated Safeguarding Leads:

Sharron Philpot

(Executive Head Teacher)

Beth Barnsley

(AHT/SENCO Infant and Junior)

Joy Williams

(Deputy Head of School—Infants)

Matthew Seex

(Deputy Head of School—Juniors)

Chair of Governors with Safeguarding

Responsibility

Gurinder Josan

Remember—in the unlikely event of you having a concern and none of the DSLs are not in school it is YOUR responsibility to call Children's Services and report—

**0121 569 3100**



## Visitor Guide

## Safety and Safeguarding

## What do I do if I am worried about a child?

If you become concerned about:

- Something a child says
- Marks or bruising on a child
- A change in a child's behaviour or demeanour

You must immediately inform one of the designated safeguarding leads in school—they will offer advice and be able to take the appropriate action.

Do not leave the building until you have passed this information on.

If you are unsure whether to report, talk immediately to a member of school staff who will advise. Better to be safe than sorry—so if in doubt—always report.

Remember—Child abuse happens to all children, regardless of gender, culture, religion, social background and those with or without a disability

A copy of the School's safeguarding Policy can be obtained by contacting the school office.

**Sometimes a child may disclose information to you—if this happens, the following actions must take place:**

What to do if a child disclose they are being harmed:

- React calmly
- Listen carefully to the child
- Do not promise to keep a secret. Explain that you are worried about their safety and will have to tell someone in school
- You may ask the child to clarify what they are saying by using the words 'tell', 'Explain', 'Describe' but once you are sure about what they are saying, ask no further questions

**ONLY TRAINED INVESTIGATORS SHOULD QUESTION A CHILD**

- Reassure the child that they have done the right thing
- Immediately record exactly what the child has said—in their words. Include the date and time and how the account was given. Date, time and sign the record. Pass onto the Designated Safeguarding lead or Deputies IMMEDIATELY
- Never ask a child to write a record or sign anything

### Types of harm:

Everyone has a duty to keep all children and young people safe from harm. Harm is identified in four ways:

**Physical**—this is when a child is deliberately hurt or injured

**Sexual**—this is when a child is forced or influenced to take part in sexual activity. This can be physical—or non physical (e.g made to look at an inappropriate image)

**Emotional**—this is when a child is made to feel frightened, worthless or unloved. It can be by shouting, making threats, or making fun of someone. It can also be when children see parents or visitors to the home fighting or using violence

**Neglect**—this is when a child is not being taken care of by their parents. It can be poor hygiene, poor diet, not keeping appointments for support, not coming to school or being left home alone

### Staff Conduct

If you are concerned about the conduct of a member of staff following an observation or disclosure the following actions should be taken:

Immediately or the Executive Head Teacher of Head of School

In their absence, inform the AHT/SENCO who is also Deputy Safeguarding Lead

### Keeping Yourself Safe

Be professional. Be careful how you interact with or speak to children. Children may interpret it differently.

Avoid physical contact with children unless you are preventing them from hurting themselves or others. Some of our young children may come up and hug you—this is fine—just don't initiate 'hugs' yourself.

Avoid being on your own with a child in a room—always leave the door open and be visible to others

It is best not to do anything for a child that he/she can do for themselves e.g fastening trousers

Always tell someone if a child speaks to you or touches you inappropriately. Log the incident, time and date and pass onto Safeguarding Leads

If you have concerns about the conduct of a member of staff it is YOUR responsibility to pass this on.