

## Please follow our Code of Behaviour

- Do treat everyone with respect
- Do provide an example you wish others to follow
- Do remember that someone else might misinterpret your actions, no matter how well intentioned.
- Do plan activities so that they may involve more than one person or at least are in sight or hearing of others.
- Do respect a child's right to personal privacy.
- Do act as an appropriate role model.
- Do provide access for children and adults to feel comfortable enough to point out attitudes and behaviours they do not like, and try to provide a caring atmosphere
- Do not jump to conclusions without checking facts.
- Do not permit abusive activities eg. Bullying, ridiculing.
- Do not play physical contact games, make inappropriate comments or have inappropriate banter with the children.
- Do not make suggestive remarks, gestures or tell sexist, racist or homophobic jokes.
- Do not rely on your good name to protect you. It may not be enough.
- Do not believe it could not happen to you **IT COULD.**

## Pinewood Infant School & Foundation Unit

Safeguarding Procedure (Designated People for safeguarding are Rachel Otter-Head Teacher & Claire Reville –Deputy Head Teacher

Staff or volunteer have concern or a pupil makes a disclosure

1. Staff should inform the designated person (DP) in school as soon as possible
2. A written record of the information/concern must be made at the earliest opportunity in writing on the school welfare concern form.
3. This should be placed in a sealed envelope and marked confidential and given to the DP directly.
4. The content of the disclosure should not be discussed with anyone else.

The designated person will:

1. Ensure that the above procedures have been followed.
2. Reassure the person who has approached them and check if they require any further support.
3. Discuss the concern with the school safeguarding team to determine appropriate action.
4. Record any decisions or actions on the record.
5. File the concern in a confidential file.
6. Update the child Protection log.

- DP speaks directly to the family
- DP makes a referral to the Multi-Agency Safeguarding Hub (MASH) or Social Care and calls police if appropriate
- A chronology is initiated.

- The case is kept on file and the concern/pupil is monitored for further issues.
- If further issues arise

## Pinewood Infant School & Foundation Unit

# Safeguarding Procedures



The Safeguarding Team in school are:

Miss Rachel Otter – Head Teacher

Miss Claire Reville – Deputy Head Teacher

Pinewood Infant school & foundation Unit  
Pinewood Avenue  
Arnold  
Nottingham  
NG5 8BU  
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Email: office@pinewood.notts.sch.uk

### **Volunteers/Visitors Responsibility**

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 which would lead to any reasonable person to question your motivation and intention. At Pinewood we all have a duty to safeguard and promote the welfare of our children.

### **Mobile Phone Use**

Mobile phones are not allowed on staff/ volunteers during their contact working hours. This includes being in pockets, coats or in handbags/bags that are accessible. At the start of each session a staff member/volunteer's mobile phone must either be placed in their bag to be put into their locker or alternatively signed into the school office for their working day. Staff lockers are provided for this purpose.

### **DBS checks**

Our school is committed to safeguarding and promoting the welfare of children and young people. We are committed to safer recruitment procedures. All appointments are made subject to enhanced DBS checks and checks made on professional qualifications and eligibility. Volunteers are subject to DBS checks where they are working directly with children unsupervised.

### **Identity Badges**

All visitors and staff within school must either wear their visitors badge received from reception or their agency/school's identity badge. Any adults without a badge will be challenged.

### **Disclosure of Abuse by a Child:**

Whilst this can be an alarming situation it is important that you know what to do in such an eventuality and for you to be able to stay calm and controlled.

- Listen to what is being said without displaying any shock or disbelief. Accept what is being said.
- Allow the child to talk freely, listen rather than ask direct questions.
- Reassure the child that it is not their fault, but do not make promises that might not be possible to keep.
- Do not promise confidentiality but explain to the child that you have to tell their Head Teacher or Designated Person in order that you can help them.
- Stress that it was right to tell.
- Do not interrogate the child or ask leading questions.
- Make them aware that what they have said will only be told to those who need to know and can help.
- Record the details immediately, on school's welfare concern sheets including wherever possible the exact words or phrases used by the child. Sign and date the record.
- Report your concerns and give your written record to one of the Designated Safeguarding Team to enable the matter to be dealt with in the most appropriate way.
- Be aware your own feelings about abuse and talk to one of the Designated Team to share your feelings once the procedures have been completed.
- It is important to remember that the children's details and names must remain confidential and any discussion you feel you undertake does not allow the child to be identified to anyone else.

### **SAFE WORKING**

- Treat all children equally - never build a 'special relationship' or favour a particular child above all others.
- Ensure that when working with individual children, wherever possible that the doors is left open, or that you can be visible to others.
- Do not photograph children (unless requested by the school staff) exchange emails, text messages, and phone numbers or give out your own personal details.
- Only touch children for professional reasons and when this is necessary and appropriate for the child's well being and safety.

### **ALLEGATIONS**

- Any allegations should be reported to the Head Teacher.
- If the concerns are about the Head Teacher please inform the Chair of Governors.

### **PREVENT DUTY**

We have a statutory duty to have '*due regard to the need to prevent people from being drawn into terrorism*':

- There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology.
- As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection.
- Children at risk of radicalisation may display different signs or seek to hide their views.
- School staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately in line with Prevent Duty procedures.

The Prevent duty Departmental advice for schools and childcare providers June 2015