

Safeguarding Statement

Waddington Redwood Primary Academy is committed to safeguarding and promoting the welfare of children and we require that all staff, volunteers and visitors share this commitment.

This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything, please speak to any of the contacts named within. Please keep the leaflet in a safe place so that you can read it again if you need to.

If you are concerned about the safety of any child in our school, you must report this to the Designated Safeguarding Lead – Mrs Fiona Kent or one of the Designated Safeguarding Officers – Mrs Clare McGeachie, Mrs Pearl Green and Mrs Sian Milling.

Waddington Redwood Primary Academy

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Waddington

Lincoln

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Tele: 01522 721156

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Visitor Procedures

- All visitors must sign in at the main reception.
- This is a non-smoking environment.
- All visitors will be issued with a sticker or a badge, which must be displayed at all times whilst on site.
- Visitors who do not have a DBS certificate will be issued with a red sticker and will remain under the supervision of a designated member of staff at all times.
- Visitors wishing to speak to a particular member of staff are advised to telephone in advance to avoid disappointment.
- Visitors must not use a smart phone, camera or recording device whilst on site unless prior permission is given.
- Visitors must sign out at the Main Reception before leaving.

Safeguarding Staff

Designated Safeguarding Lead: Mrs Fiona Kent

Designated Safeguarding Officers: Mrs Clare McGeachie, Mrs Pearl Green and Mrs Sian Milling.

Safeguarding Governor: Mrs Suzie Charman and Mrs Josie Jamieson.

Safeguarding Guidelines for Staff, Visitors and Volunteers



WADDINGTON
REDWOOD
A PRIORY ACADEMY

Please read and follow this advice to support us in keeping the children in our care safe at all times.

Everyone who comes into contact with young children through their everyday work, whether paid or voluntary, has a duty to safeguard and promote their welfare.

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

If you become concerned about any of the following, **please report immediately to a Designated Safeguarding Lead (DSL):**

- something a child says;
- marks or bruising on a child;
- or changes in a child's behaviour or demeanor.

What do I do if a child discloses that he/she is being harmed?

Child abuse can happen to all children regardless of gender, race, religion, social background and those with or without a disability. A copy of the school's Child Protection Safeguarding Policy is available on the school website or from the school office.

- Listen and remain calm.
- Let them talk freely.
- Don't 'interrogate' them or ask leading questions – let them tell you, try not to interrupt. You may clarify using, 'tell me, describe or outline,' but as soon as your concern is confirmed ask no further questions.
- Reassure but don't promise confidentiality, explain who needs to know and what you'll do next.
- Record carefully what the child says in their words including how and when the account was given. Date, time and sign

the record sheet (available from the staff room or the school office). Pass this onto a DSL immediately.

Types of Harm

Everybody has a responsibility to keep all children under the age of 18 safe and this applies to the home and the school environment. Harm is identified in four ways:

Physical – This is when a child is deliberately hurt or injured.

Sexual – This is when a child is influenced or forced to take part in sexual activity or non-physical e.g. being made to look at inappropriate images.

Emotional – This is when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their 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/carers. It can be poor hygiene, diet, not keeping appointments for additional support, not coming to school or being left home alone.

Extremism and Radicalisation – The holding of extreme political or religious views.

Staff Conduct

If you are concerned about the conduct of a

member of staff following an observation or disclosure the following action must be taken:

- Immediately inform the Headteacher, Mrs Fiona Kent.
- In the absence of the Headteacher, immediately inform the Assistant Headteachers, Mrs Milling or Mrs Miller.

If your concern is about the Headteacher:

- Immediately inform the Chair of Governors, Mrs Suzie Charman.

Keeping yourself safe

- Be professional. Be careful how you interact or speak to 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, where possible, being on your own with a child. Always ensure that a door is open and that you are visible to others.
- It is best not to do anything for a child that he or she can do for him or herself. Always tell someone if a child touches you or speaks inappropriately to you. Log the time and date and pass it to the DSL.