



REPORTING CONTACT DETAILS

	
<p>Designated Safeguarding Person (DSP) Mr James Berry Headteacher Email: head@lea-pri.herts.sch.uk</p>	<p>Deputy Designated Safeguarding Person (DDSP) Mrs Roz Smith Deputy Headteacher Email: Deputy@lea-pri.herts.sch.uk</p>
<p>If a disclosure is about a member of staff contact Mr James Berry The Headteacher ☎ 01582 767939</p>	
<p>If a disclosure is about the Headteacher contact Mrs Beth Featherby or Mrs Sharon Mansour The Co-Chair of Governors</p>	
<p>Or in their absence any school governor via the school office The Lea Primary School and Nursery: ☎ 01582 767939</p>	

The Lea Primary School and Nursery



Safeguarding Children A Quick Reference Guide for Volunteers

THE LEA PRIMARY SCHOOL AND NURSERY'S COMMITMENT TO SAFEGUARDING

At The Lea Primary School and Nursery the safety and wellbeing of our children is paramount. All adults visiting The Lea Primary School have a part to play in keeping our children safe. It is also important that visitors keep themselves safe.

At The Lea Primary School and Nursery we promote safe working practices for everyone in the school community, whatever their role or reason for visiting.

This leaflet has been given to you to make sure you understand what is expected of you. Please seek advice from any Designated Senior Person (DSP) for Child Protection if you are unclear about anything in this leaflet and keep it in a safe place.

DO:

- Sign in at the main school office on arrival
- Wear your visitor badge at all times
- Report ANY unacceptable behaviour to a member of staff as soon as possible
- Report ANY occasion when a child instigates communication via social media

DO NOT:

- Initiate ANY verbal or physical contact with children unless it is appropriate and part of an agreed reason for your visit
- Give ANY personal information or details to any child e.g. your address, telephone number, email or any social media account details
- Accept or respond to children attempting to share personal details with you
- Put yourself in a situation of vulnerability i.e. unsupervised one-to-one with a child

IN THE EVENT OF A FIRE

Please follow the school's evacuation procedure, do not re-enter the building until authorised by the person in charge



CHILD PROTECTION

At The Lea Primary School and Nursery we believe that all children have the right to be safeguarded from harm and exploitation.

Adults working with or around young people must be aware of the risk of abuse by adults and other young people.

If you have concerns about a young person's safety during the course of your visit to our school

- Immediately inform the Designated Safeguarding Person through your contact in school
- Write factual notes about what you have heard, witnessed or been told. Sign and date all notes.

WHEN AND WHAT MIGHT I BE CONCERNED ABOUT?

At any time you may be concerned about information which suggests a child is being neglected or experiencing physical, mental, emotional or sexual harm.

You may observe physical signs, notice changes in the child's behaviour or presentation, pick up signs of emotional distress or have a child disclose a harmful experience to you.

Harm to a child can be caused by:

- A parent or carer,
- A family member,
- A family friend,
- Another child,
- A stranger,
- A member of staff or volunteer*

WHAT SHOULD I DO IF A CHILD DISCLOSES THAT S/HE IS BEING HARMED?

- 1) LISTEN
Listen carefully to what is being said to you, do not interrupt or ask leading questions
- 2) REASSURE
Reassure the child that it is not their fault. Stress that it was the right thing to tell. Be calm, attentive and non-judgemental. Do not promise to keep what is being said a secret. Ask non-leading questions (TED) to clarify if necessary
Tell me more
Explain that to me
Describe what happened
- 3) FOLLOW THE FLOWCHART

