



SAFEGUARDING CHILDREN AND CODE OF CONDUCT

A quick reference guide for adults visiting or working at Woolenwick Junior School

Woolenwick Junior School

'Growing roots to learn and wings to fly'



Quick Reference Guide Safeguarding and Code of Conduct

Designated Senior Person:

The Designated Senior Person (DSP) with the responsibility for Child Protection at Woolenwick Junior School is;

Mike Crabtree, Headteacher.

The deputy DSP's are;

Jackie Birch
Michelle Kingston
Cathy Calvert
Jo Marshall

When to be concerned:

Be concerned as soon as you become aware of information that worries you about the physical, emotional or sexual wellbeing of a child.

The information you have may not be enough on its own for a child protection referral. However, it will help the DSP to build up a picture of a child at risk.

What you must do if you have a concern:

Be vigilant and don't ignore anything that might later prove to be important.

Inform the DSP team of your concerns immediately.

Safeguarding children is the responsibility of every member of the school community.

Signs:

You may see physical signs (e.g. a bruise)

You may hear worrying accounts

You may notice changes in a child's behaviour or presentation.

Someone may disclose to you

Harm to a child can be caused by:

A parent or carer
A family member/friend
Another child
A stranger
A member of staff/volunteer

In essence anybody!

It can result from:

Physical abuse
Sexual abuse
Emotional abuse
Neglect

Regardless of the source or nature of the harm, you **MUST** report your concern.

If your concern is about a staff member/a volunteer/a visitor, you should report this to the Headteacher.

If your concern is about the Headteacher, please report this to one of the other DSPs who will involve the Chair of Governors.

Dealing with Disclosure:

If a child discloses that he or she has been abused in some way, or is not safe, you should:

- Listen to what is being said without shock or disbelief
- Accept what is being said
- Allow the child to talk freely
- Do not promise confidentiality – it might be necessary to inform others of this
- Reassure him/her that what has happened is not his/her fault
- Stress that it was the right thing to tell
- Listen, rather than ask direct questions
- Not criticise the alleged perpetrator
- Explain what has to be done next and who has to be told
- Speak to a DSP.

Remember as an adult working with children, you have a duty to act immediately if you have a concern about a child's welfare. You may be required to talk about your accounts with other professionals.

Code Of Conduct

Setting an Example

All adults must;

Avoid using inappropriate or offensive language at all times.

Demonstrate high standards of conduct in order to encourage our pupils/students to do the same.

Avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

E-Safety and Internet Use

All adults must;

Exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the schools' E-Safety and ICT Acceptable Use Policy at all times both inside and outside of work. (Available from the school's website)

Not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Adults should ensure that they adopt suitably high security settings on any personal profiles they may have.

Exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others.

Only make contact with students via the use of school email accounts or telephone equipment when appropriate.

Only take Photographs/stills or video footage of students using school equipment, for purposes authorised by the school. Any such use must always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the schools procedures on school equipment.

Confidentiality

All adults;

Must not reveal confidential information about pupils/students or their parents or carers except to those colleagues who have a professional role in relation to the pupil/student.

Are likely at some point to witness actions which need to be confidential. Issues need to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school nor with colleagues in the school except with a senior member of staff with the appropriate authority to deal with the matter.

Prevent

Prevent is part of the UK's counter terrorism strategy, preventing people from becoming involved in terrorism or supporting terrorism.

As a school we are committed to stop people becoming terrorists or supporting terrorism and safeguard our children and community from this.

Terrorism is anything that **encourages violence** to influence political change this includes; some Far Right groups, Al Qa'ida, ISIL, some Animal Rights and Environmental groups and Northern Ireland terrorism. **These are all relevant to Prevent.**

All adults entering this school are required to be vigilant towards children who may be being **radicalised** or living in **households where somebody may have been radicalised.**

This might show in three broad areas;

- Emotional - displaying anger, mood swings for instance
- Verbal – expressing opinions that may overstep the law and inciting violence against others
- Physical – changes in appearance, routine or use of the internet

All adults who enter this school are required to abide by the following rules;

Notice; if you notice something that concerns you then...

Check; talk to a DSP who will if necessary...

Share; with appropriate agencies to **support the child**



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