Do Not interrogate the child or ask questions, if necessary use phrases such as, "tell me", "Explain to me..." or "describe to me..." (TED).

Immediately after the child has finished speaking, record in pen the details of what has been said, record where possible the exact words used by the child and any comments you have made. All records must be signed and dated by the person taking the disclosure the documents **must** be given to a member of the Safeguarding team as soon as possible. If you have made rough notes at the time, these must also be given to Denise Bond or Bernice Waite.

Please do not discuss the disclosure with other staff members. Should you feel the need for support after the disclosure from a child, please inform Denise Bond.

# What should I do if the alleged abuser is a member of staff?

Report the allegation as soon as possible to Bernice Waite Head Teacher. If the allegation is about the Head Teacher, then this should be reported to the Chair of Governors.

#### How do I ensure my behaviour is appropriate?

All good relationships are based on mutual trust and respect. Children are often spontaneous with their affection. It is important not to appear disinterested or to reject them. However, it is important to be careful with physical contact with any child, and do not initiate any cuddling or physical contact.

# DO NOT PUT YOURSELF IN A POSITION WHERE YOU ARE WORKING alone with a child and cannot be seen by other adults.

This leaflet is not intended to replace safeguarding training; it is intended to be a brief introduction to safeguarding and a quick reference or reminder. Further information and advice can be found in the following documents which are available in school. **Keeping Children safe in education 2023 and the Safeguarding and Child Protection School Policy 2023** 

# Safeguarding Team -

**Designated Safeguarding Lead (DSL)** 

**Denise Bond** 

01582 863516 option 4/ 07754838193

**Deputies (DDSL)** 

Mrs. Bernice Waite (Head Teacher),

Mr. Christopher Gunning (Deputy Head), Miss. Charlie Gow (Attendance Officer)

01582 863516

## **CONTACT**

**Grove Road** 

**Houghton Regis** 

**Dunstable Beds** 

LU5 5PE

Silver Birch Site

Silver Birch Avenue

**Houghton Regis** 

**Dunstable Beds** 

LU5 5QJ

schooloffice@thornhillprimary.co.uk





# Safeguarding Children Information for Visitors, Volunteers and Newly Appointed Staff

At Thornhill Primary School we are committed to safeguarding and promoting the wellbeing of all children in our care.

We hope this leaflet will provide you with the information and advice necessary while you are working, volunteering or visiting our school.

WWW.thornhill-primary.co.uk

#### **Safeguarding Procedures**

To ensure the safety of our children in school and to protect us as adult's please ensure the following:

**Signing in and Out** – All visitors must sign in at the School Office. Providing the appropriate identification.

At the end of your visit, please sign out.

**Visitors** – Upon signing in using our InVentry System, you will be issued with an identification sticker.

Which you must wear at all times. You may be asked for your DBS and a form of identification. If we do not have your DBS, you will always be accompanied by a member of staff.

When signing out, please return your identification sticker to the School Office and sign out of our Inventry system.

If you are not wearing your identification sticker you will be challenged.

**Toilets** – You are welcome to use staff toilets. Please ask a member of staff where you can find them.

**Mobile Phones** – Mobile phones are NOT permitted. These should only be used in the staff room.

**Photography/ Videos** – Visitors are NOT permitted to take photographs or videos without prior permission.

**Social Media** – Please refrain from adding comments about your visit on any social media sites unless you have permission to do so.

# What are my responsibilities as an adult working with Children?

All adults working with Children in either a paid or voluntary role have a legal duty to safeguard and promote the wellbeing of children.

# **Health and Safety Procedures**

In the event of a fire, a loud continuous alarm will ring, you will be directed towards the nearest fire exit. All fire exits are marked. Please exit the building in an orderly manner and proceed safely to the assembly point as directed. Our assembly point is on the top playground by the basketball nets. You will be advised on what further action to take.

Accidents – If you have an accident whilst in school, please inform a member of staff for first aid. You will need to report this accident to the School Office. An accident form will need to

be completed, which a member of the office team will assist you with.

**Lockdown** – On the sound of the continuous alarm, please

follow our lockdown procedures as instructed by a member

of staff.

**Important Numbers** 

Multi Agency Safeguarding Hub (MASH)

01582 547 653

#### **Central Beds Social Care Hub**

03003008585 option 2

### **Emergency Duty Team (Out of Hours)**

0300 300 8123

#### Childline

0800 11 11

**NSPCC** 

0808 800 50 00

#### **DBS Checks**

All adults working directly or indirectly with our children (i.e. cleaning staff) must have full DBS clearance. A record of this is held by the school on our single central record.

All persons applying to work within the school will be asked to bring specific documentation into school to complete your DBS application.

It is essential that you inform the Head Teacher or Administration Team if you become subject to a criminal investigation, Police caution or conviction.

These procedures are to ensure that unsuitable persons are prevented from working with Children and young people, but also protect you.

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

If during your time at Thornhill Primary you become concerned about the following:

Comments made by a child.

Unexplained marks or bruising on a child.

Changes in a child's demeanor or behaviour.

Comments made by children about others.

# THESES CONCERNS MUST BE REPORTED AS SOON AS POSSIBLE TO:

Denise Bond, Bernice Waite or the Class Teacher. You will be given a safeguarding record form and asked to complete it immediately and return it to the Safeguarding Team. All records must be signed and dated.

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

It is important to take this seriously;

Listen to what is being said and allow the child to speak freely. Reassure the child that you are supportive, and do not agree to keep secrets.

Explain that you need to share the information with someone else so the child can he helped further.