

Summary Guide

What to do if you are worried about a child or have a concern

1. When talking to the child, do not ask leading questions.
2. If the information that a child gives you indicates a substantial concern or an allegation, do not continue to probe. Should the police need to become involved, asking too many questions can taint the investigation they will need to carry out. Pass the information on to the appropriate member of staff.
3. Do not promise to keep any of the child's responses secret. If a child asks you to do this, reply that you cannot promise to do this because you might need to tell someone else you can help.
4. Fill out a cause for concern form (available from the school office). Report your concern directly to Bev Newman, Sue Roberts, or Andrew Rigby. If none of these individuals are available, report your concern to any other senior member of staff. If in doubt, speak to the school office and they will direct you to an appropriate person.
5. As soon as you have reported your concern, the safeguarding team will take over. You may be given brief details of follow up action, though please understand that where information is sensitive it may not be able to be communicated for reasons of confidentiality.
6. If you have a concern about a member of staff, then this should also be reported to the Headteacher or Deputy Headteacher.

For more details, please see our full Child Protection and safeguarding policy. *(Available from the website or school office)*

Summary Information for Visitors

Safeguarding Children at...



Safeguarding the welfare and safety of children is the responsibility of everybody who works at or visits our school!

This leaflet is designed to give you the key information about our approach to safeguarding and lets you know where to find additional information.

This is only a summary of key information – a copy of the full safeguarding policy is available on the school website (www.wintonprimaryschool.com) or can be requested from the school office.

Every school is required to have a designated person for safeguarding who undergoes regular training for the role. At Winton we have a number of people to whom you can report safeguarding concerns.

Our designated safeguarding Lead is:

- Andrew Rigby (Headteacher)

Deputy Designated Safeguarding Leads are:

- Bev Newman (Deputy Headteacher)
- Sue Roberts (Deputy Headteacher)

Important documents:

There are several documents which outline our approach to safeguarding.

All information regarding safeguarding can also be found on our website: www.wintonprimaryschool.com

All members of staff are fully inducted and trained in safeguarding and are fully aware of the safeguarding policy. All volunteers and visitors are also expected to comply with the school's safeguarding policy. If you have any questions regarding your responsibilities toward safeguarding, you should immediately speak to a senior member of staff.

Key safeguarding documents:

- **Child Protection and Safeguarding Policy.** This details our approach to safeguarding as a school.
- **Keeping Children Safe in Education.** This details child protection arrangements for all pupils. All members of staff are expected to complete a declaration stating they have read and understood this document.
- **Internet Acceptable Use Policy.** This details what we expect from staff and children to use the internet and electronic communication to ensure everyone's safety. Pupils contribute to this policy through 'Pupil Voice' sessions.
- **Staff code of conduct and staff handbook.** This outlines the behaviour expected of all staff to ensure that conduct is appropriate, professional and safe – so that they are not putting themselves or children at risk.
- **Behaviour Policy.** Following our behaviour policy means that we are teaching children to behave in ways that keeps themselves and others safe.
- **Anti-Bullying Policy.** This outlines our approach to bullying at the school.
- **Tackling Extremism and Radicalisation Policy.** We consider this to be a safeguarding issue, which is dealt with in line with our

safeguarding policy, and is best challenged through promoting positive attitudes and critical thinking through the curriculum.

- **SRE Policy.** This outlines our responsible approach to teaching pupils about the changes they experience as they grow older and begin to experience puberty.

All of these policies can be found in the 'Policies' section of the school website.

E-Safety Summary

We have technical solutions in place to protect our children whilst they are using the internet. However, these are never enough. It is very important that all members of our school community are aware of these key points from our policies:

- All school staff have a responsibility to ensure that children in their care are supervised when using equipment connected to the internet. This means that we should know what children using a computer are doing – in lessons, at lunchtime, or after school.
- All staff have a responsibility to ensure that children are fully aware of e-safety. All staff and children have signed an 'acceptable use' agreement at the start of each year. Children are involved in writing aspects of the Acceptable Use policy.
- Any inappropriate content accessed at school should be reported immediately to a senior member of staff.
- All staff have responsibility for ensuring their professional communications by email, telephone and text message are of an appropriate nature.
- Staff must not share personal contact information with pupils or their families except in special circumstances where clearance has first been given by SLT.
- Any publishing of pupil photographs is strictly done under regulation and on the basis that parental permission has been given (and is on file).