

Our Designated Safeguarding Leads:



Sue Roberts



Bev Newman



Claire Brown

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 Sue Roberts, or if she is not available, to one of the other designated safeguarding officers (see front page). If none of these individuals are available, report your concern to any other senior member of staff.
5. As soon as you have reported your concern, your responsibility is fulfilled and 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 Headteachers.

For more details, please see our full Child Protection and safeguarding policy.

Welcome to



This leaflet has been given to you to make sure you understand what is expected of you while visiting our school.

It is the responsibility of everyone (including visitors) to keep children safe.

If you are worried about the safety of any young person in our school, you **must** report this to one of the contacts on the back of this leaflet.

We hope you enjoy your visit and we thank you for your cooperation.

Security

All visitors must report to the school reception office where they must sign in on the visitor management system. All visitors must wear their visitor badge at all times.

First Aid

If you require first aid or you feel unwell then please contact the school office who will fetch one of our registered first aiders to assist you.

Accidents

Any illness, injury or accident must be reported to the school office.

Child Protection Advice

As a school we are committed to safeguarding and meeting the needs of children and we hope this leaflet will provide some useful advice and information when working with children at Winton Primary School.

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

If whilst working with a child you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in the child's behaviour or demeanour

Please report these concerns to the school's designated child protection officers as soon as possible.

Please see back of this leaflet for a list of our designated contacts.

All information regarding safeguarding, including our full safeguarding policy, can be obtained at the school office and also found on our website: www.wintonprimaryschool.com

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.
- **Prejudice Motivated Bullying Toolkit –** Explaining best practice in this area. We take any instances of prejudice motivated bullying very seriously.
- **SRE Policy.** This outlines our responsible approach to teaching pupils about the changes they experience as they grow older and begin to experience puberty.

Fire and Evacuation

The fire alarm is a continuous ring. If the fire alarm sounds, leave the building by the nearest exit and proceed to the assembly point. The assembly point is:

- Winton Playground for the main school
- Nursery Playground for the 2 Year Old Provision and Nursery.

DO NOT RE-ENTER THE BUILDING UNTIL YOU ARE TOLD IT IS SAFE TO DO SO.

Use of Mobile Phones

- Mobile phones are not to be used in the presence of children
- If you need to use your phone for an emergency please speak to a member of staff
- If a visitor, parent or carer is seen using their mobile phone, they will be asked politely to turn it off/ desist from using it/ remove it from children's view.

