

## Safeguarding Children



Information for staff, volunteers and visitors to green Park community primary School

### Keeping children safe

As a visitor to Green Park Community Primary School, either as a volunteer or someone who has come to work with the children in any other capacity, it is important that you are aware of our safeguarding procedures.

Our Designated Safeguarding Leads (DSLs) are:



Mr Hawkins



Miss Harrison



Mrs Reynolds



Ms Newing



Mr Carpenter

#### Safeguarding Statement:

We are committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors to share this common commitment. This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it please speak to any of the contacts named within.

#### There are 5 categories of abuse:

Physical abuse	Sexual Abuse
Emotional/ Psychological abuse	Neglect
Computer-based/ Cyber Abuse	

Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background, ability of disability.

A copy of the school's Safeguarding Policy is located in the school staff room and on the website.

It may be that you are approached by a child who wants to talk to you about something that has happened or is happening to them. Children tend to talk to someone whom they trust or know well, but this is not always their class teacher or TA. There may, however, be occasions when you have cause for concern either about marks or bruises on a child, about something they say or a change in their behaviour or appearance.

#### If a child chooses to disclose information to you:

- Whilst this can be alarming situation to find yourself in, it is important not to let the moment pass.
- React calmly.
- Listen carefully to the child, particularly what is said spontaneously.
- Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety.
- Do not ask leading questions or make judgements. Clarify and check your concern if you feel that you are not sure, by using, for example, "tell, explain, describe or

outline" but as soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries.

- Reassure the child that they are doing the right thing.
- Record carefully what the child says in their own words including how and when the account was given. Date, time, speak to a DSL and complete a Concern Form which is available from the Main Reception. This will be passed on to one of the Designated Safeguarding Leads.
- If you feel that a child may be at risk of harm but are not sure, then inform one of the Safeguarding Leads immediately. They will offer advice and take appropriate action.
- It is not your responsibility to investigate suspected cases of abuse. It is your duty to report it immediately to Mr Hawkins or one of the other DSLs.
- It may be that you might have concerns about a child's well-being based on their behaviour, appearance, or something they say to you. If this arises share your concerns with one of our DSLs.

You should never worry about passing on your concerns, no matter how small. Even the smallest thing can be an indication of a bigger problem and it is important that all concerns are passed on.

If you have any concerns about any of this information, please do not hesitate to contact one of the DSLs.

#### Visitor Procedures

- Visitors must sign in at the Main Office.
- Visitor badges must be worn at all times whilst on the school site.
- Visitors should remain under the supervision of a designated member of staff whilst on site.
- All visitors must sign out at the main office and return their visitor pass before leaving the site.

Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, wherever possible.

If you are seeking an urgent appointment please report to the main office and we will arrange for you to see a member of staff.

#### Photographs

The use of personal phones by anyone is not permitted unless there is an emergency.

#### Governors

Governors are aware of their role in safeguarding children and review the Safeguarding Policy annually.

#### Online Safety

There is a separate policy on Online Safety

#### Fire Precautions

In the event of an emergency evacuation, you will hear a continuous alarm. Leave the building following the nearest fire exit. Go to the evacuation area- top playground. Please do not leave the school site without telling us.

#### First Aid

In the event of an accident or if you feel unwell, please report to reception.

#### Keeping Yourself Safe

- Be professional. Be careful how you interact with or speak to a child, the child may interpret it differently.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- Avoid being on your own with a child, always ensure that a door is open and that you are visible to others.
- It's best not to do anything for a child that they can do for themselves. Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident, time and date it and pass it on to one of the Safeguarding Team.
- If you have concerns about the conduct of staff, it is your responsibility to inform the Head teacher.

Remember...if in doubt...ask

Contact details  
office@greenpark.kent.sch.uk  
01304 822663  
<https://www.greenparkcps.co.uk/>

Please keep the leaflet in a safe place so that you can read it again if you need to. If you are concerned about the safety of any child in our school, you must report this to one of the Designated Safeguarding Leads (DSLs). If you are concerned about the conduct of a member of staff or volunteer in the school (Allegations against Staff / Whistleblowing Policy), you must contact the Head Teacher- Richard Hawkins. In the absence of the Head Teacher please contact the Deputy Head Teacher- Maria Harrison.