

## Safeguarding Children

at

### Millhouse Primary School & Nursery

No child should suffer from harm, at home or at school. Everyone who works at our school has a responsibility to ensure that all of our children are safe.

We take this responsibility very seriously and as such, will ensure that all short-term staff are given a child protection induction by a senior member of staff on their first day at our school. In addition, this leaflet will be given to all short-term staff and visitors to make sure you understand what is expected of you. Please ask a member of staff if you are not clear about anything and keep the leaflet in a safe place so that you can read it again if you need to.

All non-contracted staff and visitors are expected to sign in which also acts as confirmation that they have read and understood this leaflet.

If you are working at Millhouse Primary School & Nursery for an extended period (longer than 2 weeks), you will be given a copy of the full child protection policy and will be required to confirm that you have read and understood the policy.

#### REMEMBER

**All children have the right to be safe from harm and abuse.**

If you are worried about the safety of any child in this school, or have any concerns regarding our safeguarding practices and procedures, you must report this to the Designated Safeguarding Lead.



**Millhouse**  
Primary School and Nursery

### Safeguarding & Child Protection Information for Visitors

**Designated Safeguarding Lead:**

Jenny Haken – Head of School

**Deputy Designated Safeguarding Lead:**

Diane McGarry – Head of School

Sophie Jones – Inclusion Leader (SMT)

Sandra Bridge – Improvement Leader

Janet Slade – Wellbeing Mentor

Carol Duggins – Learning Mentor

**Safeguarding Governor:**

Paul Mitchell

### **What are your responsibilities?**

All staff, including teaching and non-teaching staff, temporary, clerical, catering and cleaning staff, volunteers and staff working on site employed by other services and agencies, have a statutory responsibility to safeguard and promote the welfare of children.

Copies of our Child Protection Policy, child protection concern forms, Whistleblowing Policy and DfE guidance documents are all located in the staffroom and school office. All staff are expected to adhere to the DfE, Local Authority and school's procedures at all times.

### **What should you do if you are worried about a child?**

You may become aware whilst working with a child that there are problems at home, school or elsewhere that give you cause for concern. Even in the short time you may be in our school, abused children can show a change in their behaviour and demeanour. You may notice unexplained marks or bruising or sometimes a child can display aggressive behaviour, become withdrawn, uncommunicative or unable to concentrate.

If you are worried about the safety of any young person in this school, you must report this to the Designated or Deputy Designated Safeguarding Lead. The school office will make arrangements for you to speak to them.

### **What should you do if a child makes a disclosure or you have a concern?**

- Listen to the child without displaying shock, disbelief or making judgements.
- Take what the child tells you seriously, as children rarely lie about such matters.
- Reassure the child, but only so far as is honest and reliable.
- Don't interrogate the child, ask leading questions or criticise the alleged perpetrator.
- Never guarantee confidentiality – explain that you must pass the information on to the Designated Safeguarding Lead.
- Make some notes immediately, e.g. record the date, time, place, facts, your observations and the child's verbatim speech. Do not interpret what is seen or heard; simply record the facts.
- Follow the school's Child Protection Policy and procedures. Report your concerns to the Designated Safeguarding Lead on the same day.

#### **REMEMBER:**

Complete confidentiality is essential.

#### **Share your knowledge only with appropriate professional colleagues.**

Ask for some support if you need it.

### **What should you do if the alleged perpetrator is a member of the academy staff?**

Follow the school's Child Protection and Whistleblowing Policies and report such allegations

to the Headteacher and Designated Safeguarding Lead. If the allegation is about the Headteacher, contact the Chair of Governors.

### **How do you ensure that your behaviour is always appropriate and professional?**

- Adhere to the DfE, Local Authority and school's procedures and guidance at all times.
- Avoid physical contact and over familiarity with children as this can be misinterpreted by others.
- Avoid being alone with a child in confined and secluded areas.
- Always ensure that doors are left open or that you are visible to others.
- Never make arrangements to meet a child on their own outside of school hours.
- Do not photograph pupils, exchange emails or text messages, or give out your own personal details.
- Ask for advice from a senior leader should you need it.