Safeguarding Statement

We are committed to safeguarding and promoting the welfare of the children in our care and expect all staff, volunteers, visitors, parents and carers and children to share this 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.

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 the Designated Safeguarding Leads named on this leaflet.

If you are concerned about the conduct of a member of staff or volunteer in our school, you must contact the Headteacher or a DSL.

If you are concerned about the conduct of the Headteacher, you must contact our Chair of Governors.

Visitor Procedures

- All visitors must sign in at Reception.
- All visitors will be issued with an appropriate pass which must be displayed at all times whilst on site.
- MOBILE PHONES must NOT be used on the school premises.
- Visitors will be asked to remain under the supervision of a designated safeguarding lead (DSL) or a member of staff whilst on site.
- Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, when possible, to avoid disappointment.
- All visitors must sign out at Reception and return their visitor pass before leaving the site.
- In the event of a fire alarm, please muster on the field.

Pass on all concerns to:

Miss. D. Rankin

Head Teacher,

Mrs. C. Bramley

Deputy Head Teacher,

Mrs. C. Clay

Assistant Head Teacher

OR

Mrs. S. Lycett

SENCo.

Cambridgeshire & Peterborough Safeguarding Partnership Board

Cambridgeshire Customer Service Centre

for advice: 0345 045 5203

Emergency Duty Team (out of hours):

01733 234724

1 Isleham Road
Fordham
Ely
CB7 5NL
Telephone: 01638 720296
Email: office@fordham.cambs.sch.uk

Fordham C of E Primary School

SAFEGUARDING FOR VOLUNTEERS AND NON-EDUCATIONAL VISITORS

What Do I Do if I am Worried About a Child?

If you become concerned about: -

⇒ Something a student says
⇒ Marks or bruising on a student
⇒ Changes in a child's behaviour or demeanour

You must inform a Designated Safeguarding Lead.

- If you feel that a child may be at risk of harm but are not sure then inform a Designated Safeguarding Lead immediately who will offer advice and take appropriate action.
- Child abuse happens to all children regardless of gender, culture, religion, social background and those with or without a disability.
- A copy of the school's safeguarding policy is on our school website.

Sometimes a child may disclose information to you. If this happens then the following actions must take place.

What Do I Do If A Child Discloses They Are Being Harmed? • React calmly. • Listen carefully to the child, particularly what is said spontaneously. • Do not promise confidentiality. Explain to the child that you may need to pass on the information if you are worried about their safety. • You may clarify your concern using "tell, explain, describe or outline" but as soon as your concern is confirmed ask no further questions as further enquiries may be compromised. Only trained DSL should question a child. • Reassure the child that they have done the right thing. • Request a Significant Incident Form and record carefully what the child said in their words including how and when the account was given. Date, time and sign the record. Pass this on to a Designated Safeguarding Lead immediately.

Types Of Harm Everybody has a responsibility to keep all children under the age of 18 safe and applies to both the home and school environment. Harm is identified in four ways: Physical—This is when a child is deliberately hurt or injured. Sexual—This is when a child is influenced or forced to take part in a sexual activity. This can be a physical activity or non-physical, e.g. being made to look at an inappropriate image. Emotional—This is when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence. Neglect—This is when a child is not being taken care of by their parents/carers. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left home alone.

Keeping Yourself Safe If you are concerned about the conduct of a member of staff following an observation or disclosure the following actions must take place: • Immediately inform the Executive Headteacher, Galiema Amien – Cloete, or the Head of School. • In their absence, immediately inform one of the deputy Designated Safeguarding Leads named in this document. • If you are concerned about the conduct of the Executive Head you must contact our Governor who leads on safeguarding Liam Wardley via email: office@fordham.cambs.sch.uk

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 he or she can do for him or herself. • 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 the Head Teacher. • If you have concerns about the conduct of staff, it is your