

## **SAFEGUARDING CHILDREN**

at

## **WESTBRIDGE**

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 visiting staff are given a child protection induction by a senior member of staff on their first day at Westbridge. In addition, this leaflet has been given to you 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 short-term visiting staff are expected to sign a form to confirm that they have read and understood this leaflet.

If you are working at Westbridge for an extended period of time (longer than 1 week), you will be given a copy of the safeguarding policy and the the DfE Keeping Children Safe in Education Part 1: Information for all School and College Staff document (September 2016). You will be required to confirm that you have read and understood the policy and guidance.

### **REMEMBER:**

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

### **The Designated Members of Staff (DMS) for Child Protection is:**

Annette Elstob —Assistant Headteacher

### **The Deputy Designated Members of Staff (DDMS) for Child Protection are:**

Diane Thompson - Headteacher

Clare Edet—KS2 Phase Leader

Josie Hendricks—Senior Admin Officer

### **The Acting Chair of Governors is:**

Alice Bridges

### **The Lead Governor for Child Protection is:**

Sara Milne



## **Westbridge Primary School**

## **Safeguarding & Child Protection Information for Volunteers, Visitors and Visiting Staff**



### **Westbridge Primary School**

**London SW11 3NE**

**Tel: 0207 228 1293**

**Email : [info@westbridge.wandsworth.sch.uk](mailto:info@westbridge.wandsworth.sch.uk)**

**Westbridge Primary School**

Bolingbroke Walk, Westbridge Road,

London, SW11 3NE

Tel: 0207 228 1293

Email: [info@westbridge.wandsworth.sch.uk](mailto:info@westbridge.wandsworth.sch.uk)

## What are your responsibilities?

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

Copies of our Safeguarding Policy, Child Protection Concern Form, Whistleblowing Policy and DfE Guidance documents are all located in the staffroom and may be consulted there. All supply staff are expected to adhere to the DfE and school procedures and guidance at all times and in accepting work at Westbridge you are agreeing to this.

## 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 period of time for which a supply teacher is in 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 a

Designated Member of Staff for Child Protection in the school. Photos of Designated Member of Staff for Child Protection are displayed around the school and the school office will provide you with details of how to call them on the internal phone system .

## 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 a Designated Member of Staff for Child Protection.
- 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. Write these up on a Child Protection Concern Form as soon as possible, before the end of the school day.
- Follow the school Safeguarding and Child Protection Policy and procedures. Report your concerns and give a copy of the Child Protection Concern Form to a Designated Member of Staff for Child Protection on the same day.

### REMEMBER:

Complete confidentiality is essential.

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

Ask for some support for yourself if you need it.

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

Follow the school's Whistleblowing Policy and report such allegations to the Headteacher. 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 and school safeguarding procedures and guidance at all times.
- Read the DfE Keeping Children Safe in Education Part 1: Information for all School and College Staff document (September 2016)
- Read the DfE Guidance for Safer Working Practice for Adults working with Children and Young People in Education settings
- 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 can be visible to others.
- Never make arrangements to meet a child on their own outside school hours.
- Do not photograph pupils, exchange e-mails, social media communication, text messages, or give out your own personal details.

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 a Designated Member of Staff for Child Protection.