

Keeping Children Safe

Staff can help to keep children safe by always acting in a professional manner:

- *Always follow the School's identification and security procedures as appropriate.*
- *Avoid being alone in any enclosed or unsupervised situation with a child as you may both be vulnerable.*
- *Be polite and friendly but professional in your relationships with children; do not have 'favourites'.*
- *Show respect for children and other adults in your conduct and in the way that you speak.*
- *Avoid personal physical contact unless required for the administration of first aid or as part of your job, for example, to assist with toileting (in which case you will have been briefed as to school systems).*

Monitor the areas you work in by:

- *Being observant of children and adults together.*
- *Being alert to changes in children's behaviour.*
- *Being aware of children who may be displaying risky or age-inappropriate behaviours.*
- *Observing Health & Safety regulations and taking action if you see a hazard. For example alert someone if you notice a spill of liquid on the floor.*

- *Not accepting swearing, bullying or other abusive behaviours from the public when children are either involved or in close proximity.*
- *Being alert to members of the public or staff approaching, videoing or taking photographs of children who are either alone or not seemingly related to them.*
- *Reporting any such behaviours or incidents to the lead person (or deputy) for safeguarding.*
- *Dial 999 and ask for the police if you think a situation presents an immediate risk of serious harm to a child. Inform the school office as soon as practicable after calling the police.*
- *Be aware of visitors on the premises. Look for them displaying appropriate identification and if they do not, contact the school office to check their validity.*

A child may choose to talk to you about something which concerns them. It is important to:

- *Always take what a child says seriously.*
- *Listen but do not investigate.*
- *Encourage the child to speak to their parents or carers (if appropriate)*
- *Record factually; noting the date and time and any concerns you may have. Sign the report and speak to the designated person. They will take responsibility to inform the relevant agencies without delay.*

It is of vital importance that you do not investigate any child protection concerns. If the issue is investigated further it may have implications for the child, potentially put them further at risk. Investigations may also prejudice any future prosecution.

Report any concerns directly to Mrs Clay or Miss Shaw.

Concerns about staff/ other volunteers

You may have concerns about the conduct of a colleague or other volunteer in respect of safeguarding children. It is important that you observe the points in this leaflet and inform the designated professional or their deputy immediately. They will then act in accordance with the Local Authority's 'Managing Allegations against Staff' procedures.

If the concern is about the Headteacher, you may contact the Chair of Governors directly. Contact details are displayed in the school lobby or on the school website. You may also "whistleblow" and refer to Children's Social Care Services or the police direct.

It is not helpful to either the child or adult if you delay or ignore the situation, however difficult it might be to take action.

The 'Prevent Duty'

Since 1st July 2015 Schools must have 'due regard to the need to prevent people from being drawn into terrorism'. Whilst our assessment is that this is currently a low risk for our school it is important that, as with all safeguarding risks to children, we maintain the attitude that 'It could happen here'. If you observe behaviours that concern you with regard to radicalisation or extremism you must take action:

- *Inform the designated senior lead for safeguarding*
- *In the event of imminent risk of serious or life-threatening harm call the police on 999.*

Safeguarding and Child Protection

Topcliffe C of E Academy

Information leaflet for adults who volunteer, work or who otherwise have temporary close contact with our children.

All adults have a duty of care towards the welfare of children and young people and we expect them to be responsible for:

- *Health and safety (immediate), of themselves and those in their care*
- *Ensuring appropriate first aid is administered (first aiders are identified in the school lobby)*
- *General well-being*
- *Child protection and safeguarding of children*
- *Sharing information **only** with those who need to be informed in order to keep the child/children safe*

This information is designed to help everyone involved to understand the importance of working safely with children. It provides a brief overview. We encourage you to read the school's full 'Safeguarding Children' and 'Health and Safety' policies on the school website or in the school office.

The Designated Senior Lead for Safeguarding and Child Protection is:

Abigail Clay (Headteacher)

In her absence:

Emily Shaw (Teacher)