

## Safe working at Deanshanger Primary School

- Provide a good example and be a positive role-model by being respectful, fair and considerate to all.
- Treat all children equally - never build a 'special relationship' or favour a particular child above all others.
- Ensure that when working with individual children, that the door is left open, or that you can be visible to others.
- Do not photograph children (unless requested by school staff) exchange emails, text messages, and phone numbers or give out your own personal details.
- Do not use your phone on the school site, whilst in the vicinity of children.
- If you see an adult on site without a lanyard, it is your responsibility to query their presence on the school site.
- Do not receive or give gifts unless arranged through school.
- Only touch children for professional reasons and when this is necessary and appropriate for the child's well being and safety.

## Allegations

- All allegations should be reported to the Head teacher - Mrs Rachel Rice or the Deputy Safeguarding Leads - Mrs Hammond and Mrs Webb.
- If the concerns are about the Head teacher please inform the Chair of Governors - Mrs Stephanie Hibberd.

**We are committed to safeguarding and meeting the needs of all our children.**

Whole School Designated Safeguarding Lead:  
**Mrs Rachel Rice** Head teacher

Deputy Lead: **Mrs Sarah Webb**  
and **Mrs Julie Hammond** (SENCO)  
**Lynn Mildren:** Learning Mentor and Safeguarding Support

The DPS Lead School Governor with responsibility for Safeguarding and Prevent is the Chair of Governors:  
**Mrs Stephanie Hibberd.**

School Leadership Team:  
FS - **Mrs Zoe Watson**  
Lower KS2 and Assistant Head - **Mrs Claire Ely**  
Upper KS2 and Deputy Head - **Mrs Sarah Webb**

To contact the school, email:  
[bursar@deanshanger.northants-ecl.gov.uk](mailto:bursar@deanshanger.northants-ecl.gov.uk)  
[head@deanshanger.northants-ecl.gov.uk](mailto:head@deanshanger.northants-ecl.gov.uk)

Everyone has a responsibility to make sure that children within Deanshanger Primary are safe, as it is everyone's duty to  
'Keep Children Safe in Education'

**All concerns must be shared**

Don't leave the school wondering if you should have said something.

## Safeguarding at Deanshanger Primary School

**September 2016—July 2017**



## DBS certificates

Deanshanger Primary School is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment.

An enhanced DBS disclosure is required for all staff and regular volunteers.

## Identity Badges

All visitors that come to Deanshanger Primary School are asked to sign our Visitors Book.

They are then issued with a visitor badge on a school lanyard. This should be worn for the duration of the time at school.

All members of staff wear lanyards to identify them.

All visitors should return the badge at the end of the visit and sign back out.

Please don't be offended when we ask for ID or ask you to wait a few moments before you come into school - we have a duty to keep our children safe and take this role very seriously.



## Volunteers/Visitors Responsibility

We all have a duty to safeguard and promote the welfare of our children.

Everyone that comes into contact with children, whether paid or voluntary, is responsible for their actions and behaviour. Similarly, everyone is responsible for reporting any concerns even if they seem insignificant.

Ensure you follow school safeguarding procedures for recording concerns.

## Please follow our Code of Behaviour:

- **Do** treat everyone with respect.
- **Do** provide an example you wish others to follow.
- **Do** remember that someone else might misinterpret your actions, no matter how well intentioned.
- **Do** plan activities so that they may involve more than one person or at least are in sight or hearing of others.
- **Do** respect a child's right to personal privacy.
- **Do** act as an appropriate role-model.
- **Do** provide access for children and adults to feel comfortable enough to point out attitudes and behaviours they do not like, and try to provide a caring atmosphere.
- **Do not** jump to conclusions without checking facts.
- **Do not** permit abusive activities e.g. bullying, ridiculing.
- **Do not** play physical contact games, make inappropriate comments or have inappropriate banter with the children.
- **Do not** make suggestive remarks, gestures or tell sexist, racist or homophobic jokes.
- **Do not** place yourself in a vulnerable position.

Please refer to our Safeguarding Policy for further information.

## Disclosure of abuse by a child:

1. Avoid denial - let the child speak.
2. Provide a safe environment.
3. Reassure the child that he/she did nothing wrong, and that you believe him/her.
4. Listen and don't make assumptions. Listen more than you talk, and avoid advice giving or problem solving.
5. Do not interrogate.
6. Don't ask the child for more details.
7. Don't make promises.
8. Document exact quotes.
9. Be supportive, not judgemental. Don't talk negatively.
10. Have an understanding about abuse and neglect. Know the four kinds of child abuse: physical, emotional, sexual and neglect.
11. **Report any suspicion of child abuse and neglect immediately.**

The Multi-Agency Safeguarding Hub (MASH) deals with referrals from professionals and members of the public who may have concerns about a child's welfare.

By telephone contact to the Multi-Agency Safeguarding Hub: 0300 126 1000

By e-mail to:  
MASH@northamptonshire.gcsx.gov.uk

