

Types of harm

Everybody has a responsibility to keep all children under the age of 18 safe, at home and school.

Harm is identified in four ways:

Physical: This is when a child is deliberately harmed or injured.

Sexual: This is when a child is influenced or forced to take part in sexual activity or non-physical, eg; 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 other adults in their home fighting or using violence.

Neglect: This is when a child is not being taken care of by their parents. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left home alone.

“Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families has a role to play.”

Staff Conduct

If you are concerned about the conduct of a member of staff, following an observation or disclosure, you must immediately inform the Executive Headteacher or Deputy Executive Headteacher.

If you need to report an allegation of abuse against a person who works with children, you need to contact the Local Area Designated Officer (LADO).

**Norfolk County Council Children’s Services
LADO team can be contacted on 01603
223473.**

First Aid

Our staff members are first aiders. If you or a child needs assistance, please inform a member of staff. Visitors should not give children first aid. In an emergency do not hesitate to contact 999 for an ambulance.

USEFUL TELEPHONE NUMBERS AND CONTACTS

School:	01508 530459
Police:	101 / 999
NSPCC/Child Line:	0800 1111
CADS Team:	0344 800 8020
LADO:	01603 223473

St Mary’s Junior Church of England Junior Academy



SCHOOL VISITOR SAFEGUARDING GUIDE

Our school is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. For further information, please visit the school website:

<https://www.stmaryscoejunior.co.uk>

Introduction

‘Child protection is everybody’s responsibility’

Safeguarding and Child Protection are the most important parts of everyone’s job at St Mary’s CE Junior Academy. We ask everybody who works with our students to follow the guidelines set out in this leaflet

This leaflet contains information about our expectations of you whilst visiting our school. If you are unclear about anything, please speak to any of the contacts named within. Keep this leaflet in a safe place so that you can read it again if necessary.

If you are concerned about the safety of any child in our school, you must report this to one of our Designated Safeguard Leads (DSLs).

If you are concerned about the conduct of a member of staff or volunteer in our school, you must contact the Executive Headteacher or Local Authority Designated Officer (LADO on 01603 223473).

If you are concerned about the Executive Headteacher you must contact the Chair of Governors, Jan Pierson (contact details are available from the school office).

If you have doubt about sharing or reporting your concerns, please think ‘What if I’m right?’ not ‘What if I’m wrong?’

If you have any safeguarding concerns about a young person you meet at St Mary’s CE Junior Academy you should immediately report these to a member of the DSL Team.

Our Designated Safeguarding Leads (DSL) are:



Posters are displayed around the school: in the main reception, entry points to the building, and in the corridors near classrooms.

If you are unable to locate these members of staff please visit the school office to obtain a safeguarding form for completion. In the absence of a DSL the office will contact Sharon Money, our Trust DSL, on 01603 882329.

What do I do if I am worried about a child?

If you become concerned about:

- Something a child says
- Marks or bruising on a child
- Changes in a child’s behaviour or demeanour

Or if you feel that a child may be at risk of harm but are not sure, inform a DSL immediately. They will offer advice and take appropriate action.

Child abuse can occur regardless of gender, culture, religion, social background and with or without disability.

What do I do if a child discloses that they are being harmed?

Sometimes a child may disclose information to you. If this happens then:

- React calmly.
- Listen carefully to the child.
- Do not promise confidentiality. Explain to the child that you may need to pass on the information if you are worried about their safety.
- Clarify what you have been told. Do not ask searching questions as further enquiries may be compromised.
- Reassure the child that they have done the right thing but you cannot promise them that everything will be alright.
- Record carefully what the child says, in their own words. Date, time and sign the record. Pass to the Designated Safeguarding Lead immediately.