



### Allegations about adults in the school

Any allegations should be reported immediately to the Head Teacher.

If the concerns are about the Head Teacher, please inform the Chair of Governors.

At Ashmole Primary we are committed to safeguarding and promoting the welfare of children. We expect everyone to share this commitment.

In addition to the Head Teacher, the following staff are trained in safeguarding:

#### Designated Safeguarding Lead:



*Miss Eleni Costas*

*(Deputy Head/ Key Stage One Leader)*

#### Deputy Designated Safeguarding Officers:



*Mr Chris Tofallis*  
*(Head Teacher)*



*Mrs Ang Toal*  
*(AHT/ SENCO /KS2 Lead)*



*Mrs Rushma McLaren*  
*(Deputy Head—Academy)*

#### Chair of Governors:

Mr Philip Cohen

#### Safeguarding Governor:

Dr Neel Bowry

#### Designated Safeguarding Lead - Trust

Mrs Rushma McLaren

(Deputy Head Teacher — Academy)

## ASHMOLE TRUST ASHMOLE PRIMARY

*Excellence, Aspiration and Care.*



### Child Protection and Safeguarding

An information leaflet for visitors and volunteers

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### **Visitor/Volunteer Responsibilities**

Everyone who comes into contact with children is responsible for their own actions and behaviour. You should avoid any contact which would lead any reasonable person to question your motivation and intention. At Ashmole Primary we all have a duty to safeguard and promote the welfare of all our children. Visitors who are not employees will be escorted in areas where there are pupils or students. As part of our commitment to Safeguarding, could we respectfully ask that mobile phones are not in use on this site.

### **Safe Working with Children**

When working with children everyone must:

- Provide a good example and be a positive role model
- Treat all children equally, never build a special relationship or favour a particular child above others
- Ensure when working with individual children that you are visible to others
- Do not photograph children (unless express permission has been sought and granted) or exchange any personal information (phone number/personal email etc)
- Do not receive or give gifts unless arranged through the school
- Only touch children for professional reasons and when this is necessary and appropriate for the child's well being and safety.

### **DBS Checks:**

All staff (including supply staff, regular visitors and volunteers) are subject to a Disclosure and Barring Service (DBS) check. This is to prevent unsuitable people from working with children.

This check is processed online. Please see

Monica Andrews (Head teacher's PA) or Karen Foye (HR Manager) for advice and the relevant forms.

### **Identity Badges:**

All visitors must wear one of our visitor badges from reception while on site. Any adults without a badge will be challenged.

### **Worries about a Child:**

Abuse (physical/sexual/emotional) or neglect can have a damaging effect upon a child's health, education, attainment and emotional wellbeing.

Changes in a child's behaviour may not necessarily indicate a child is suffering abuse or neglect, but if you become concerned about a child's welfare in school, please report these concerns to one of the members of staff listed overleaf.

Staff working with students should be vigilant about the possibility of abuse and should maintain an attitude of 'It could happen here'.

### **Disclosures of Abuse by a Child:**

It is important that you know what to do. If you receive a disclosure.

Follow this guidance:-

- Do not promise the child to keep anything secret
- Explain that you may have to talk to a more senior person so that they can help
- Remain calm and listen to what is said without showing shock or disbelief
- Accept what is being said
- Allow the child to talk freely, listen, but not direct by asking questions or interrogate
- Stress that talking was the right thing to do
- Record details immediately and attempt to use the exact words or phrases used by the child, sign and date these details.

Report your concerns immediately and give any written information to the Designated Safeguarding Officer or Head Teacher. You may be asked to fill in an 'Incident Form'.

Dealing with a disclosure can be very difficult. If you need support, you should see one of the members of staff recorded overleaf.

**It is important to remember that children's details must remain confidential and within school.**