

# **Broke Hall Primary School**

## **SAFEGUARDING**

### **CHILDREN: INFORMATION FOR**

### **PARENTS & VOLUNTEERS**



## **Safeguarding for Parents and Volunteers**

### **INTRODUCTION**

This information has been produced for parents and volunteer helpers in order to raise awareness about Safeguarding children. The school has rigorous guidelines and policies to promote Safeguarding. These include safe recruitment and obtaining statutory checks on staff, volunteers and visitors. Specific Safeguarding training is regularly undertaken by all staff, Governors and regular volunteers within the school. The school has a Senior Designated Safeguarding Person and alternates who are responsible for Safeguarding in the school and are available for Safeguarding concerns. There is also a named Governor for Safeguarding.

### **WHAT DOES SAFEGUARDING CHILDREN MEAN?**

All adults who come into contact with children, including parents and volunteer helpers, have a responsibility to help keep those children safe from harm and danger, to Safeguard and promote their welfare. In order to do this it is essential that parents and volunteer helpers have an understanding of Safeguarding within the school setting, and of what to do if you have any concerns about a child or young person.

### **WHAT IS CHILD ABUSE?**

A child is abused when a parent, carer, or other family member or another adult known to the child deliberately causes harm, neglects or fails to protect the child from harm.

The types of child abuse may be:

- Physical
- Sexual
- Emotional
- Neglect

Children can also be abused by other children. It can happen at any age and within families or other settings, outside the home environment. Children can also be abused via mobile phones or the internet and social networking.

## **WHAT TO DO IF YOU ARE CONCERNED?**

You may become aware of a concern by:

- Your own observations
- Being told by another person
- Being told by the child
- Being told by the abuser

### **If there is a concern you should:**

Talk to the Class Teacher or a Senior Designated Safeguarding Person about your concern – DO NOT DELAY.

The names of the Senior Designated Persons can be found via the class teacher, main entrance, staff room and various areas throughout the school. You can also refer your concern directly to Children and Young Peoples Services via Customer First on 0808 800 4005 or in an emergency via 999. Everyone has a duty to refer on any Safeguarding concerns about a child, within school or out of school.

If a child makes the disclosure then listen, don't ask questions or make promises. Do tell them you are going to tell the teacher or a Senior Designated Person. Make an accurate written, dated and signed note of what you have been told and give immediately to the Class Teacher or a Senior Designated Safeguarding Person.

If your concern involves the class teacher or a Senior Designated Safeguarding Person, then the person to contact would be the Chair of the Governing Body. Once you have followed these procedures the concern will be dealt with by the school following strict procedures and may also then be dealt with by multi-agency processes including Social Services and the Police.

**Your written notes are vital as they could count as evidence within this process.**

ALL INFORMATION THAT YOU HAVE HEARD AND RECORDED MUST REMAIN STRICTLY CONFIDENTIAL

Information on the names of the current Senior Designated Safeguarding Person and the named Safeguarding Governors can be obtained from the School Website, staff room notice board, main entrance and various locations around the school. Contact details for the Chair of Governors and the named Safeguarding Governors can be obtained from the school office.

## **SAFER WORKING PRACTICE**

It is essential that all possible steps are taken to ensure an environment that promotes the safeguarding of children and young people and also protects adults who come into contact with them.

### **Physical Contact**

When you are working with children always ensure that other adults are close by and that you are in sight.

Ensure you have been made aware of what physical contact is appropriate for you and the children you are working with. Report any inappropriate contact initiated by a child or any incident where physical intervention has taken place.

### **Communication**

Remember that any personal information put on the internet is available for all to see. Do not text, email or give out personal contact details to any children you come into contact with. Parental/carers' permission must have been given for the taking and/or display or photographic images or video clips.

### **Managing Behaviour**

Always ensure you have the relevant information to help you deal with the needs of each individual child. Try to diffuse situations or distract a child to avoid escalation before a teacher can deal with the situation. Record any incidents where you have had to use your own judgement and share with the class teacher immediately or as soon as possible.

### **Boundaries**

Be aware that everyone has a Safeguarding responsibility. Avoid language and behaviour that might be misinterpreted or considered inappropriate by others. Never make promises or keep secrets. Be open, honest and transparent. Treat children with respect, never using sarcasm, demeaning or insensitive comments. Don't share any personal information about children you come into contact with, other than with the class teacher or the Senior Designated Safeguarding Persons.

## **FURTHER INFORMATION**

Children Endeavour's Trust Child Protection and Safeguarding Policy on the Trust website: [www.childrendeavourtrust.org.uk](http://www.childrendeavourtrust.org.uk) or via the school office.

Suffolk Safeguarding Children's Board: [www.suffolkscb.org.uk](http://www.suffolkscb.org.uk)

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