

Dear Visitor,

As a school we are committed to safeguarding and meeting the needs of all our children. This leaflet, taking into account our Child Protection and Safeguarding Policies and relevant documentation (i.e. Keeping Children Safe in Education 2018), will provide some useful advice and information when working with children at Oldfield Park Junior School (OPJS).

What are my responsibilities as a visitor to OPJS?

All those of you who come into contact with young children through their everyday work, whether paid or voluntary, have a duty to safeguard and promote the welfare of children.

DBS Checks

All those who are a part of the Oldfield Park family have to undergo an enhanced DBS check. This is to help ensure that unsuitable people are prevented from working with young children. Please inform the Headteacher if you become subject to any criminal investigation, caution or conviction. This helps to protect you as well as the children in your care.

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

If, whilst working with a child, you become concerned about:

- Comments made by a child;
- Marks or bruising on a child; or
- Changes in a child's behaviour or demeanour,

please report these concerns to the Designated Safeguarding Lead.

What should I do if a child discloses that he/she is being harmed?

Although the likelihood of this is small, it is important to know what to do in such an eventuality:

- The child must have come freely to disclose and not be sought;
- Listen to what is being said without displaying shock or disbelief; accept what is being said;
- Allow the child to talk freely;
- Reassure the child, but do not make promises that might not be possible to keep;
- Do not promise confidentiality but explain to the child that you have to tell their Headteacher in order that they can help him/her;
- Do not interrogate the child or ask leading questions;
- Reassure the child that it is not their fault;

- Stress that it was the right thing to tell;
- Listen rather than ask direct questions; and
- Do not criticise the alleged perpetrator.

Immediately record the details of the disclosure, including, wherever possible, the exact words or phrases used by the child. There are two ways of doing this:

1. Record the information on a concern form which is available from the School Office and Staff Workroom. This form should be completed and returned to one of the Designated Safeguarding Lead to enable the matter to be dealt with in the most appropriate way. Please ensure you have signed and dated the record.
2. Complete the form on the CPOMS system.

What should I do if the alleged abuser is a member of the school staff?

You should report such allegations to the Head Teacher (if unavailable to the Deputy Head Teacher) immediately.

What should I do if the alleged abuser is the Headteacher?

You should report such allegations to the School Governor Responsible for Safeguarding who is Mrs Katie Payne.

How do I ensure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect. As a member of the Oldfield Park family you will be working closely with children, sometimes on a one-to-one basis.

Young children are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response, or by appearing to reject this. You should, however, be careful about making physical contact with pupils.

If you are working with a pupil on his/her own, with permission from the class teacher, always ensure that the door is left open. Other points that need to be noted:

- Do not photograph pupils (unless requested by the class teacher);
- Do not exchange e-mails or text messages, or communicate via social networking sites with children;
- Do not give out your own personal details;

The use of mobile phones is only allowed in the staff room, outside of school grounds or, if within school, with no children present. At no point should mobile phones be used for phone calls or social media in corridors or in classrooms with children present.

To summarise:

No child should suffer harm, either at home or school.

Everyone who works in our school has a responsibility to make sure that all our children are safe.

This leaflet has been given to you to make sure you understand what is expected of you.

Please ask if you are unclear about anything in it and keep the leaflet in a safe place so that you can read it again.

If you are worried about the safety of any children in our school, you must report this to the Designated Safeguarding Lead.

Important Information:

OPJS Designated Safeguarding Leads:

Mr Dave Goucher (Headteacher), Miss Julie Butler (Deputy Headteacher) and Mrs Rachael Van Roy (Teacher)

OPJS Designated Safeguarding Governor:

Mrs Katie Payne

Palladian Academy Trust Designate Safeguarding Lead

Mr Tim Withers (Chief Executive)

Please help us to safeguard the children in our care by following the guidelines in this leaflet.

Many thanks for your support,

Mr Dave Goucher

Headteacher.

Oldfield Park Junior School

...inspiring excellence, achieving together!



Safeguarding and Child Protection Information for Staff, Volunteers and Visitors Academic Year 2018-2019