

Safe working Practice within Chorlton Park 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 others.
- Ensure that when working with individual children, the door is left open, or that you can be visible to others.
- Do not photograph children (unless requested by the school staff), exchange emails, text messages or give out your own personal details.
- Do not receive or give gifts unless arranged through school.
- Only touch children for professional reasons or when this is necessary and appropriate for the child`s wellbeing or safety.

Allegations against staff, volunteers or visitors

Any allegations should be reported immediately to the Headteachers.

Mrs Meryl Blackburn
Ms Stefanie Habershon

If the concerns are about the Headteacher, please inform the Executive Principal:

Mr D. Watson

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

Designated Safeguarding Lead:

Mrs Helen Chell



Designated Safeguarding Deputies:

Mrs Meryl Blackburn (Headteacher)



Ms Stefanie Habershon (Headteacher)



Safeguarding Governor:

Ms Joanna Midgeley Stevens

Everyone has a responsibility to make sure that children within Chorlton Park are safe.

**The welfare of our children is paramount
`EVERY CHILD MATTERS`**

Please do not:

- Decide to do nothing
- Leave the premises without telling anyone your concerns

Cause for Concern sheets are available in both staffrooms. These should be completed as soon as possible recording factual information around the concern. Any disclosure from a child should be recorded verbatim.

These should then be passed to **Helen Chell** directly to her office at the end of the EYFS corridor or via her pigeon hole in a sealed envelope.

If she is not available, please pass to the Headteachers. No copy should be made or kept. You are not required to investigate the situation yourself



CHORLTON PARK PRIMARY SCHOOL

CHILD PROTECTION/SAFEGUARDING

Keeping our children safe and happy

An information leaflet for
staff, volunteers and visitors

Chorlton Park Primary School
Mauldeth Road West
Chorlton cum Hardy
Manchester
M21 7HH

0161 881 1621

<p>Responsibilities of Staff, Volunteers and Visitors</p> <p>All those who come into contact with children, are responsible for their own actions and behaviour. You should avoid any contact which would lead any reasonable person to question your motivation and intention.</p> <p>At Chorlton Park Primary School, we all have a duty to safeguard and promote the welfare of all our children.</p> <p>Please follow our code of behaviour:</p> <ul style="list-style-type: none"> • Treat others with respect and provide an example you wish others to follow. • Ensure that if you are working 1:1 with a child that you are in sight or hearing of others. • Respect a child's right to personal privacy. • Provide a caring atmosphere so children and adults feel comfortable enough to point out attitudes or behaviours they do not like. • Remember that someone else might misinterpret your actions, no matter how well intentioned. • Never permit abusive peer activities such as ridiculing, making suggestive remarks or gestures, or sexist, homophobic or racist jokes`. • Physical contact games are only be played in the context of planned lessons with a teacher present. • All allegations must be followed up. Please be aware that all staff, volunteers or visitors will be questioned if an allegation is made regardless of reputation. 	<p>DBS Checks</p> <p>All staff, including supply staff, regular visitors and volunteers, are subject to Disclosure and Barring Service (CRB). This is to help ensure that unsuitable people are prevented from working with children.</p> <p>Visitor Book</p> <p>All visitors will be asked to sign in via the screen at Reception and confirm the nature of their visit. A visitor sticker will be issued which must be worn at all times. They will be expected to wait in the secure Reception area until being escorted to the appropriate part of the school.</p> <p>What to do if you are worried about a child?</p> <p>Abuse (physical, sexual, emotional) or neglect can have a damaging effect on a child's health, educational attainment and emotional wellbeing.</p> <p>Be aware that some changes in a child's behaviour may not necessarily indicate that a child is suffering from abuse or neglect. In some cases, those changes may be symptoms of hidden disability, undiagnosed medical conditions or changes in medication.</p> <p>Concerns</p> <p>If whilst working with a child you have any concerns, please report these concerns to the Designated Safeguarding Lead, Helen Chell, the Head teachers, or class teacher, as appropriate.</p>  <p>A Cause for Concern Sheet is available in both staffrooms. These should be completed as soon as possible recording factual information around the concern. Any disclosure from a child should be recorded verbatim. No copy should be made or kept. You are not required to investigate the situation.</p>	<p>Disclosures of Abuse by a Child</p> <ul style="list-style-type: none"> • Whilst this can be an alarming, it is important to know what to do and for you to stay calm and controlled. • Listen to what is being said rather than ask questions. • Allow the child to talk freely and accept what is being said. • Reassure the child, but do not promise confidentiality. • Do not interrogate the child or ask leading questions. • Reassure the child that it is not their fault, and stress that it was right to tell. • Make them aware that their disclosure will be reported only to those who need to know and who can help. • Record details of the disclosure immediately, including the exact words and phrases used by the child. • Sign and date the record. • Give your written record to the safeguarding lead, Helen Chell or the Headteachers. <p>If you have been affected by the issues raised, it is important opportunity to talk about this with the Safeguarding Officer, governor or another colleague.</p> <p>Disclosures are confidential and should not be discussed with anyone else apart from relevant school staff. These discussions should always be conducted in private.</p>
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