

Safeguarding Team

We have an experienced, active and skilled safeguarding team comprising:

- Mrs S Carter - Headteacher, Named Person and Designated Safeguarding Lead (DSL).
- Mrs C Butler - Deputy Headteacher, Named Person and Deputy Designated Safeguarding Lead (DDSL).
- Mrs Z Khan - Safeguarding Team member & Prevent Lead
- Mrs C Hainsworth - DDSL
- Mrs H Cowen - Safeguarding Team Member responsible for medical needs
- Mrs N Siddique - trainee Safeguarding Team Member responsible for Attendance

Electronic logs of all safeguarding concerns / potential concerns are kept on our CPOMS system. These can be used as evidence in the event other agencies become involved in supporting families and dealing with issues. Please ensure that ANY concerns are reported to a member of staff immediately. If you are concerned for someone's health, welfare or safety, this must be reported immediately and definitely before you leave the school site.

All staff and regular volunteers / visitors are subject to a DBS check for everyone's safety. Less frequent visitors to our school agree to comply with our procedures when signing in to work on our site. Any convictions, current or spent, must be declared on entry.

Mobility / Health

Please let us know if you have any health or mobility issues you need us to be aware of so that we can assist you where possible.

Allegations / Whistleblowing

Any allegations must be reported to the Headteacher or Senior Leadership Team immediately. If the concerns are about a member of the Leadership team, seek the Chair of Governor's contact details.

Social Media

Do not exchange personal contact details with pupils and ensure privacy settings on and social media accounts are high. Avoid inappropriate / unprofessional conversations with pupils or staff.

Gates and doors

It is our collective responsibility to ensure the site is secure. Please close all gates and doors, even if found open, when moving around the school site.

Physical contact

Avoid any type of physical contact with pupils. If a pupil is distressed, report this to a nearby member of staff who will assist them.

Immediate / significant harm

Should a situation arise where a child or member of staff is at immediate risk of significant harm, please phone 999 / 101 and notify SLT immediately.



SAFEGUARDING PROCEDURES

For people working in our school

September 2021 - July 2022

Eastwood Community School
Victoria Avenue
Keighley
BD21 3JL
01535 610212

office@eastwood.bradford.sch.uk

Volunteer's / Visitor's Responsibilities

All those who come into contact with children through their everyday work, whether paid or voluntary, are responsible for their own actions and behaviour. We all have a duty to safeguard and promote the welfare of our children and each other. You should avoid contact which would lead any reasonable person to question your motivation and intention. We endeavour to provide a safe and welcoming environment where everyone is respected and valued. We are alert to the signs of abuse and neglect and follow procedures to ensure effective, timely support, protection and justice is received where appropriate.

While working in our school, we expect you to take care of our staff and pupils and follow our code of conduct:

DO provide an example you wish others to follow - be a role model - treat everyone with respect;

DO remember that someone else might misinterpret your actions, no matter how well intentioned;

DO remain in sight and/or sound of other people; avoid lone working;

DO respect a child's / adult's right to personal privacy;

DO provide access for children and adults to feel comfortable enough to point out attitudes / behaviours they do not like - Eastwood is a caring community;

DO report any concerns, no matter how small - they could be significant;

DO keep all matters confidential - no discussions take place out of school unless authorised.

Protecting from Harm

Detailed safeguarding policies can be seen on request. This leaflet is a summary for visitors, new staff and volunteers. Neglect and abuse can happen to any child or adult regardless of gender, race culture, ethnicity or sexuality. Disabled children and those with SEN are particularly vulnerable. Many children are unable to disclose what is happening to them and rely on us to interpret their behaviour and spot signs of abuse. These may include:

- Suspicious / unusual bruises, burns or injuries
- Showing signs of pain or discomfort
- Being unusually passive / withdrawn
- Being unpredictable / challenging
- Seeming anxious, fearful or distressed
- Providing unlikely explanations for injuries or behaviour.

Please remember:

- Listen without prejudice.
- Do not question to secure evidence.
- Reassure they were right to tell.
- Do not promise confidentiality but do assure you will help.
- Record factual details about the disclosure, sign and date the document and pass to the Safeguarding Team immediately.
- Do not take photographs of any evidence.

Fire

The fire alarm is tested at 9:30am every Thursday. If the alarm sounds at any other time, leave school by the nearest exit and report to the main playground where you will be directed.

Health and Safety

Please be aware of your surroundings at all times. If you see anything you are concerned about, please report this to a member of staff immediately.

Smoking

Eastwood is a no-smoking school - in the building, everywhere on site and while in contact with pupils off site.

Security

All adults in school must wear an NSAT Trust lanyard at all times and sign in at the front office. Blue = staff with full / enhanced DBS, Green = visitor with full / enhanced DBS, Red = visitor with no DBS - MUST BE SUPERVISED BY AN EASTWOOD STAFF MEMBER AT ALL TIMES.

First Aid

Please speak to a member of staff if you require first aid and report any accidents to the office / duty first aider.

Mobile Phones

You must not use your mobile phone when you are in contact with pupils. Mobiles must only be used in areas of school where and when pupils are not present. Your phone must not be used as a camera while on school duties / in school; school cameras only are to be used to photograph our pupils and/or staff.