

SIGNING IN AND OUT

All staff and regular volunteers / visitors must sign in and 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.

IDENTIFICATION LANYARDS

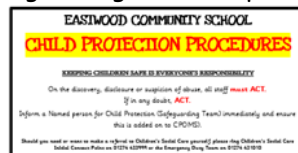
BLUE = NSAT Staff

GREEN = visitors with DBS clearance.

RED = visitors **WITHOUT** DBS - **must be chaperoned by a member of staff at all times.**

SAFEGUARDING TEAM

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



The Safeguarding (Named Person) team:

 Zahira Khan Deputy DSL Pastoral and contextual safeguarding	 Suzanne Carter Designated Safeguarding Lead (DSL)	 Mark Whitaker Deputy Designated Safeguarding Lead (DDSL)
 Caroline Higgins Designated Teacher for Looked After and Independent Look		 Richard Scudgong Trained Safeguarding Named Person (NAMED)
Mr Rossie, Scaim & Mrs Helen Harrington (AMT) are also DSL trained.		
Mr Gary Cunningham is the Trust Designated Safeguarding Lead		
Mrs Susan Barlett is our Safeguarding Link Governor		
Mr Allan Kelly is the Link Tutor for Safeguarding		

WHOLE SCHOOL PROCEDURES:
Any concerns about inappropriate conduct in school by members of staff or visitors must be taken to DSL immediately. If you do not feel you can raise your concern to the above people, please call for the contact details of the Chair of Governors or ring the Local Authority (01753 430000) and ask for the NSD for advice.

Electronic logs of all 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.

ANY concerns MUST BE reported to a member of staff immediately and before you leave the school site.

Mobile Phones / Cameras

You must not use your mobile phone when you are in contact with pupils unless in the case of an emergency. Your phone must not be used as a camera; school cameras or ipads only are to be used to photograph our pupils and/ or staff and prior permission must be sought.

Social Media

Do not exchange personal contact details with pupils or arrange to meet them outside of school. Ensure privacy settings on and social media accounts are high. Refer to the Acceptable Use Policy for further details on keeping safe online.

Internet Access

All users of the school's systems and wifi must comply with the Acceptable Use policy on display in the main entrance (copies available on request).

Fire

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

Smoking

Eastwood is an entirely non-smoking school; everywhere on site and while in contact with pupils off-site.

Accidents / Incidents / First Aid

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

Gates and doors

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

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.



Building Brighter Futures Together

SAFEGUARDING PROCEDURES

For people working in or visiting our school.

We are committed to protecting our staff and pupils from harm and to safeguarding their welfare in and out of school. We expect all visitors to be committed to this too.

This leaflet contains useful information about how to demonstrate your commitment. People in schools are uniquely placed to notice signs and symptoms of abuse and to support children who are subject to abuse or living in abusive situations.

More detailed policies are available on request.

September 2023 - July 2024

Volunteer's / Visitor's Responsibilities

We provide a safe and welcoming environment where everyone is respected and valued. All those who come into contact with children through their everyday work, whether paid or voluntary, are responsible for their own actions, behaviour and for safeguarding and promoting 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 are alert to the signs of abuse and neglect and follow procedures to ensure effective, timely support, protection and justice is received where appropriate.

We expect you to follow our code of conduct:

- DO provide an example you wish others to follow. Be a professional 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; lone working is not permitted;
- DO respect a child's/adult's right to privacy;
- DO ensure children and adults feel comfortable enough to point out attitudes / behaviours they do not like to you - Eastwood is a caring community;
- DO wear appropriate clothing which is culturally sensitive and without offensive slogans.
- 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.

Immediate / significant harm

If you believe a child or member of staff is at immediate risk of significant harm, phone 999 / 101 and notify SLT immediately.

Record factual details about the disclosure, sign and date the document and pass to the Safeguarding Team immediately. Do not attempt to investigate the matter. Do not take photographs of any

Protecting from Harm

Neglect, abuse and Child Sexual or Criminal Exploitation can happen to any child or adult, anywhere regardless of gender, race culture, ethnicity or sexuality. Children and adults with SEND are particularly vulnerable. Many children are unable to disclose what is happening to them and rely on us to spot signs of abuse.

What should we be alert to?

Abuse is any form of neglect - physical, emotional or sexual mistreatment or lack of care which leads to harm or injury. It can happen to anyone regardless of age, gender, race or ability.

Discrimination is where you are treated less favourably because of a particular characteristic (eg race, religion, gender, nationality etc...).

Bullying is a wilful, conscious attack on the self-esteem or person. To be deemed bullying it happens several times on purpose (**stop**).

Abuse, discrimination and bullying are not tolerated.

Signs of abuse include:

- Suspicious / unusual bruises, burns or injuries
- Providing unlikely / inconsistent explanations for injuries or behaviour or keeping fully covered
- Unexplained changes in behaviour
- Showing signs of pain or discomfort
- Being unusually passive / withdrawn
- Being uncharacteristically aggressive
- Seeming anxious, fearful or distressed
- Seeming isolated - few / no friends
- Poor bond / relationship with parent/carer
- Running away / going missing
- Age-inappropriate knowledge / language
- In possession of new, expensive items or money

The above do not necessarily mean a child is being abused but they indicate a member of the

What should I do if a child discloses to me?

Please remember:

1. Stay calm and **listen** without prejudice. Do not question to secure evidence.
2. **Reassure** them they were right to tell.
3. **Do not promise** confidentiality but do assure you will help
4. You are not the investigating officer - do not ask leading questions.
5. **Record factually** what the child said, using their words (this can be done at the time or immediately after the disclosure)
6. Tell them **what will happen next** - that the information will be shared with the DSL who will be able to help them.
7. Alert a member of the **Safeguarding team** in person immediately and record on CPOMS.

Allegations / Whistleblowing

Any allegations against members of staff or visitors must be reported to the Headteacher immediately. If the concerns are about the Headteacher, please refer to the Whistleblowing policy on the school website and Safeguarding posters around school.

Physical contact / Language

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. Never use language which could be considered: derogatory, racist, homophobic or sexualised.

Health and Safety

Please be aware of your surroundings at all times. Report any concerns, defective or faulty equipment to a member of staff immediately unless it is unsafe to leave the situation; call for help in this instance.

Lone Working

Eastwood operates a no-lone working policy. Please ensure you are not alone in a space with a child.

	Physical Abuse	Emotional Abuse	Sexual Abuse	Neglect	Child Sexual Exploitation
What is it?	Physical abuse is when someone hurts or harms a child or young person on purpose, this could include: hitting with hands or objects, slapping and punching, kicking, burning and scalding.	Emotional abuse is any type of abuse that involves the continual emotional mistreatment of a child. Emotional abuse can involve deliberately trying to scare, humiliate, isolate or ignore a child.	When a child or young person is sexually abused, they're forced or tricked into sexual activities. They might not understand that what's happening is abuse or that it is wrong. And they might be afraid to tell someone.	Neglect is the failure to meet a child's physical and or psychological needs. A child might be left hungry or dirty, or without proper clothing, shelter, supervision or health care. This can have long term effects on their physical and mental wellbeing.	CSE is when a child or young person is exploited they're given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities.
Signs	<ul style="list-style-type: none"> • Bruising of various ages • Bite marks • Burns and scalds • Injuries in unusual areas or with well-defined edges • Old injuries or scars • Refusal to discuss injuries • Inconsistent explanations • Talk of punishment which seems excessive • Arms and legs kept covered • Reluctant to remove clothing for PE • The parents are uninterested or undisturbed by an accident or injury 	<ul style="list-style-type: none"> • Development delay • Abnormal attachment to • Parent/ carer • Low self-esteem • Lack of confidence • Inappropriate emotional response 	<p>There are few physical signs, more likely to be emotional and behavioural factors</p> <ul style="list-style-type: none"> • Aggression • Withdrawn • Self harming, including • Eating disorders • Drawings of sexually explicit behaviours • Inappropriate sexualised conduct • Sexually explicit behaviour • Reluctance to change clothing for PE 	<p>Neglect can be a lot of different things, which can make it hard to spot. But broadly speaking, there are 4 types of neglect.</p> <p>Physical neglect A child's basic needs, such as food, clothing or shelter, are not met or they aren't properly supervised or kept safe.</p> <p>Educational neglect A parent doesn't ensure their child is given an education.</p> <p>Emotional neglect A child doesn't get the nurture and stimulation they need. This could be through ignoring, humiliating, intimidating or isolating them.</p> <p>Medical neglect A child isn't given proper health care. This includes dental care and refusing or ignoring medical recommendations.</p>	<ul style="list-style-type: none"> • Unhealthy or inappropriate sexual behaviour • Sharp changes in mood or character • Having money or things they can't or won't explain • Physical signs of abuse, like bruises or bleeding in their genital or anal area • Having an older boyfriend or girlfriend • Staying out late or overnight • Missing from home or care • Hanging out with older people, other vulnerable people or in antisocial groups • Involved in a gang

Source: [Spotting the signs of child abuse | NSPCC](#) (nspcc.org.uk)

Source: Keeping Children Safe in Education- statutory guidance for schools and colleges (September 2020)

EASTWOOD COMMUNITY SCHOOL

CHILD PROTECTION PROCEDURES

KEEPING CHILDREN SAFE IS EVERYONE'S RESPONSIBILITY

On the discovery, disclosure or suspicion of abuse, all staff **must ACT**.
If in any doubt, **ACT**.

Inform a Named person for Child Protection (Safeguarding Team) immediately and ensure this is added on to CPDMS.

Should you need or want to make a referral to Children's Social Care yourself please ring Children's Social Care Initial Contact Point on 01274 433999 or the Emergency Duty Team on 01274 431010

The Safeguarding (Named Person) team:

		
Zohba Khan Deputy DSL Pastoral and contextual safeguarding	Suzanne Carter Designated Safeguarding Lead (DSL)	Mark Whiteaker Deputy Designated Safeguarding Lead (DDSL)
		
Caroline Higgins Designated Teacher for Looked After and Inclusion Lead		Nahed Siddique Trainee Safeguarding Named Person (Medical)
Mrs Rizwana Saleem & Mrs Helene Herrington (AHTs) are also DSL trained.		
Mr Gary Crompton is the Trust Designated Safeguarding Lead		
Mrs Susan Bartlett is our Safeguarding Link Governor		
Mrs Alison Kelly is the Link Trustee for Safeguarding		

WHISTLEBLOWING PROCEDURES

Any concerns about inappropriate conduct in school by members of staff or visitors must be taken a DSL immediately.

If you do not feel you can take your concern to the above people, please ask for the contact details of the Chair of Governors or ring the Local Authority (01274 435600) and ask for the LADO for advice.