



Child Protection Summary for all Visitors

By signing into our school, you are stating that you have read this summary and will agree to abide by it.

Please take a Pimperne Primary School 'Safeguarding Leaflet for Visitors'

Last reviewed: September 2023

Ratified by the Governing Board: September 2023

To be reviewed: Annually

Next review: September 2024



Pimperne Primary School Child Protection Summary for all Visitors

Please be advised that this guide covers topics that may be sensitive in nature

Keeping Yourself Safe

Whilst on site, you must always remain professional, especially if you are a volunteer, trainee or on work experience. You must wear the ID badge and lanyard given to you at all times whilst on the school premises. Always be aware of how you speak to a pupil – they may interpret jokes or compliments differently. Avoid physical contact and do not make racist, homophobic or sexualised comments.

Please be aware that you may be escorted or supervised throughout your visit. You should avoid being alone with a pupil; however, if your duties require you to be alone with a pupil, always ensure that a desk is between you, the door is open, or you can be seen so that you are visible to others. If a pupil touches or speaks to you inappropriately, you must tell the headteacher and ensure you record the date and time of the incident, as soon as is possible and always before leaving the school site.

Where a pupil has told you that they are being harmed, you must not question the pupil and must speak to the designated safeguarding lead (DSL) immediately. Only trained staff should question a pupil who has said they are being harmed or discloses sensitive information. You must never share contact details with a pupil or arrange to meet them outside of school hours. Pupils should not be contacted through social media and you should not discuss the school, its teachers or its pupils across such platforms. Taking photographs or recording videos is not permitted unless consent has been granted by the headteacher for the relevant school activity.

As an adult entering this school you have a duty of care towards all pupils. This means you must act at all times in a way that is consistent with their safety and welfare.

It is your responsibility to ensure that you seek out the staff named below should you have concerns around a child. All information that you acquire whilst visiting our school should remain confidential.

You must follow the principles of safer working practice, which include use of technology – If you have a mobile phone or device that captures images on your person- this should be declared on entry. No device should be visible to children at any time. If you need to receive a call, please ask the staff to direct you to staff only areas, where you may make and receive calls.

If the behaviour (low level or otherwise) of another adult in the school gives rise to concern you must report it to the **Headteacher, Mrs Fiona Waller**. There is a Whistleblowing Policy and Low Level Concerns Policy.

If you have a concern about a child, particularly if you think s/he may be suffering or at risk of suffering harm, it is your responsibility to share the information promptly with the Designated Safeguarding Lead (DSL) or the Deputy who are;

Our Designated Safeguarding Lead is Mrs F Waller

Our Deputy Designated Safeguarding Lead is Miss Sammy Groves

Also on the safeguarding team are: Mrs Gill Gatehouse, Mrs Katie Raine

Our Nominated Governor for Safeguarding is Mr N Cloke

Any concerns raised, will need to be logged on our school system 'My Concern'. Instructions for this can be found in the staffroom, where there are two 'Safeguarding' laptops available for use with instruction sheets. Members of staff will support you in accessing this confidential record, which must be completed before leaving school site.

Types of Harm

The following is a list of possible forms of harm that pupils can face:

Physical abuse – a pupil suffers physical harm or injury, e.g. bruises and cuts. Keeping yourself safe

Emotional abuse – a pupil receives emotional maltreatment which causes adverse effects on their development, e.g. being told they are worthless.

Sexual abuse – a pupil is forced or enticed into taking part in sexual activities, whether or not they are aware of what is happening. Indicators may include the use of sexual language or not wishing to be alone with someone in particular.

Neglect – a pupil's basic physical and/or psychological needs are consistently not met, resulting in serious impairment



of their health or development, e.g. by providing inadequate amounts of food. A child may appear tired or malnourished.

Child sexual exploitation (CSE) and **child criminal exploitation (CCE)** – a child is subject to a form of abuse where an individual or group takes advantage of, or manipulates, a child into sexual or criminal activity, in exchange for something the victim wants or needs. An indicator may be that the child has unexplained new items or presents.

Child-on-Child abuse – peer-on-peer abuse can involve physical abuse, Child Sexual Exploitation (CSE), Child Criminal Exploitation (CCE), serious youth violence, and harmful sexual behaviour between pupils and their peers.

Reporting Concerns

The information that you are handling is strictly confidential. You must inform the school's DSL if you are worried about something a pupil says, marks or bruising on a pupil, a pupil's behaviour and/or changes in a pupil's behaviour.

If a pupil talks to you about (discloses) you have a duty to report it.

If a pupil discloses that they are being harmed, you must:

- React calmly, listen carefully and reassure the pupil they have done the right thing.
- Not promise confidentiality; explain that you may need to tell somebody if the pupil's safety is at risk.
- Not question the pupil further – this should be done by somebody who is trained to investigate.
- Take a record of what the pupil has said, including the date, time and how and when the information was received. This information must be passed to the DSL immediately.
- Go to the staffroom, use the laptops there, log on to 'My Concern'. Write an account of the disclosure as soon as you are able (definitely the same day, before leaving the site).

Should you have concerns about the conduct of a member of staff following an observation or disclosure, you must immediately inform the headteacher or, in their absence or if the concern regards them, their deputy. If you have any questions or concerns about the safeguarding of pupils, you can contact the DSL using the contact details provided.

Useful Contacts

For all referrals (concerns about children, which require a social work assessment) call Dorset's Children's Advice and Duty Service (CHaDS) team; 01305 228558. Dorset Local Authority Designated Officer (LADO) 01305 221122 Dorset Virtual School for Children in Care 01305 228350





PIMPERNE CE VC PRIMARY SCHOOL



Safeguarding Statement

Pimperne Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our Child Protection Policy and/or Summary which all visitors are asked to read before entering. Sometimes we may need to share information and work in partnership with other agencies, when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with parents/carers first, unless we have reason to believe that such a move would be contrary to the child's welfare.

We actively support the Government's Prevent Agenda to counter radicalism and extremism. Our Designated Safeguarding Lead is Mrs Fiona Waller (Headteacher). Our Deputy Designated Safeguarding Lead is Miss Sammy Groves (SENDCo) and Mrs Gill Gatehouse (Higher Level Teaching Assistant) and Mrs Katie Raine (Extended Services Manager) is also part of the safeguarding team. The Governor with responsibility for safeguarding in our school is Mr Nick Cloke.

The school has a dedicated safeguarding email for any concerns and this is monitored by the Head and Deputy. Safeguarding@pimperne.dorset.sch.uk

Photographs, Videos and Mobiles

Whilst lots of parents and carers really enjoy seeing photos and videos of their children's school life we are very mindful of our duty of care towards all our pupils. We take the issue of safeguarding very seriously and this includes the use of photographic and video images. We are also mindful to respect the privacy of adults that work within our school.

Any photographs or videos taken by parents, carers and relatives at school productions, sports days or other events are for the enjoyment of individual families. They must not be used in any way that could potentially place a child at risk. This would include publishing images in any form of print or on the internet including social networking sites. This is emphasised before concerts and shows etc in addition to it being a part of the Home-School agreement, re-issued annually.

We understand that in exceptional circumstances a parent or carer may not wish their child to be photographed or videoed in this way. If this is the case then please contact the headteacher to discuss how this can be best achieved.

Occasionally, the local press will be invited to take photographs of school events and special achievements. We like to use photographs of our children on our website, in school documents, for parent information meetings, newsletters and on our display screens around the school. If you do not wish photographs of your child to be used for these purposes, then please contact the Headteacher.

Mobile phones may be left securely at the School Office, we ask that they remain turned off, or on silent and are invisible to children. Phones are only to be used in adult only areas such as the staff room. Staff are expected to report any phones that are visible.

Signing In and Out, leaving the building

All visitors on site will need to sign in and wear a visible lanyard. This promotes a safe environment. The main entrance doors should be the only point of entrance for adult visitors. We ask that only adults use the door release button, to exit the building, at all times, as this is a further safeguarding measure. We ask visitors to sign out by scanning their entry sticker at the reception desk on departure.

