

### Governors

Governors at Gayton Primary are aware of their role in safeguarding children, review the safeguarding policy annually and ensure independent contractors have the required child protection procedures. We adhere to DNEAT's Safeguarding Procedures.

A designated governor liaises with the DSL to review school policies and procedures and reports back to the Governing body.

### Site Safety

Risk assessments are carried out regularly. There is a designated Health and Safety Governor and an accident book, behaviour book and regular site safety visits with evidence of action taken and impact of action.

All members of staff, and visitors to our school, are required to wear ID badges at all times.

All members of staff are aware of their responsibilities to report health and safety concerns to the site manager immediately.

### Visitors

All visitors to Gayton Primary must sign in and out of the school and wear a Visitor lanyard when in school.

### Safeguarding Contact

If you have any concerns around the safeguarding of the children at Gayton Primary, or would like further information, please see:

**Mr A Leigh** (Chair of Gobs and Safeguarding Gov)  
**Mr N Harmer** (Designated Safeguarding Lead)  
**Mrs N Allitt** (Headteacher and Deputy DSL)  
**Mrs A Martin & Mrs J Hill** (Deputy DSLs)

### Prevent Duty

This school works in partnership with the wider school community to ensure children and their families are safeguarded from radicalisation and extremism. In line with the PREVENT duty, Gayton Primary will ensure that all staff and governors are trained, informed, recognise vulnerability and mitigate the risks. Our school's statement of values respects learner and staff diversity, encourages freedom and openness and promotes the learner voice. Visiting organisations or individuals who will be performing for, or working directly with pupils, will be expected to have adequate safeguarding procedures in place and must agree with class teachers in advance what level of supervision or contact they will have regarding pupils and the content of what is being delivered.



## Safeguarding Information For Parents

Providing a happy, comfortable, productive and, above all, safe and secure environment for pupils to thrive in is at the forefront of all we do at Gayton Primary. The information in this leaflet is intended to explain some of the ways that we do this. We recognise that all members of the school community including volunteers and governors will at all times, play a full and active part in protecting our children from harm.

**The information enclosed outlines how we as a school and a community intend to keep our children safe. The policies and guidelines are not intended to trouble parents or visitors but ensure the children are safe at all times.**

Please visit our school website for further information and to see a copy of our Child Protection Policy.

<http://www.gaytonprimary.co.uk/>

### Concerns about a child outside of school?

If you have any concerns about a child outside of school, ring Childline on 0800 1111

Lines are open 24 hours a day, 365 days a year. Calls are free, confidential and don't show up on bills.



*Don't think 'what if I'm wrong,' think 'what if I'm right' ...*

### **Staff Conduct**

All staff are required to work in a professional way with children. There are clear guidelines for all staff and visitors who come into school. Gayton Primary has comprehensive Child Protection and Whistleblowing Policies which outline the behaviours and procedures expected of everyone who works in Gayton Primary.

### **Confidentiality**

Members of staff may have access to confidential information, on a need to know basis, about pupils in order to undertake their responsibilities. In some circumstances the information may be highly sensitive. Confidential or personal information about a pupil or her/his family will only be disclosed on a need to know basis. In some exceptional circumstances, this may include Governors.

Pupil and staff records are all kept securely.

### **Safe Recruitment**

When recruiting new staff at least one member the interview panel must hold the NSPCC Safer Recruitment certificate.

### **Designated Members of Staff**

The designated members of staff keep child protection securely, offer advice and support to colleagues, pass on concerns to the relevant authorities and liaise with social workers. The designated members of staff at Gayton Primary Mr Harmer, Mrs Allitt and Mrs Martin.

### **Allegations against a member of staff**

Any concerns about a member of staff's conduct should be passed on to the Headteacher. The Chair of Governors will be informed and an investigation will be carried out.

### **Single Central Record**

The Single Central Record holds information on all staff and volunteers working in the school. The admin staff are responsible for the upkeep of the SCR and the Headteacher and Governors monitor it regularly in line with OFSTED requirements.

### **E-Safety**

The school has a separate policy on internet use and e-safety. There are numerous resources on our school website for parents and carers to access.

### **Before and After School Activities and Educational Visits**

Staff and volunteers should take particular care when supervising pupils in the less formal atmosphere of an educational visit, particularly in a residential setting, or after-school activity. Staff and volunteers remain in a position of trust and the same standards of conduct apply. The school has a policy on education visits which forms part of this policy.

### **PUPILS**

#### **What is Child Abuse?**

There are five main types of abuse:

- **PHYSICAL ABUSE**, this is when adults injure or hurt a child or knowingly do not prevent them being injured.
- **EMOTIONAL ABUSE**, this is when children are persistently denied love and affection. Children suffer when they are constantly shouted at, threatened, ridiculed or taunted. The child may lose confidence and self-esteem, and become nervous or withdrawn.
- **NEGLECT**, occurs when adults fail to meet children's basic needs, such as adequate food, clothing warmth and medical care. Leaving children on their own who are too young to look after themselves is another example of neglect.
- **SEXUAL ABUSE**, this is when children are used by adults to meet the adult's sexual needs. It includes showing pornographic material, such as videos or adult magazines.
- **EXPLOITATION**, this is where children are at risk of being taken advantage of, in any form, whether at school, at home or outside of home. This may include CCE (Child Criminal Exploitation), CSE (Child Sexual Exploitation) or Extremism and Radicalisation.

#### **What should we do if we suspect that a child is being abused?**

It is not always easy to recognise or accept that abuse is happening- or know how to handle it. As a PARENT, you may see something which makes you wonder whether a child you know is being abused- or a friend of your own child may tell you or your child that they are being abused. If this happens, you should contact the Social Services Department, Police or NSPCC, to tell them of your concerns. Don't be afraid to voice your concerns, as the child may need urgent protection and help. All these agencies are trained to investigate concerns in a skilled and careful way.

As a SCHOOL, we are particularly well-placed to recognise signs that a child may be being abused, because we have regular contact with pupils and get to know them well. A child may tell someone at school that they are being abused or their behaviour may change in a way that could mean they are being abused. Sometimes, someone else tells a member of our staff that they believe a child is being abused. This must always be taken seriously.

If this happens, we have a legal duty to tell the CADS team (Children's Advice and Duty Service) of any concerns we have about possible child abuse. In some cases, we will be able to discuss concerns about a pupil with his/her parents and to tell the parents that we are going to talk to the CADS. Sometimes it is not possible to tell parents this beforehand. This is because it may put the child at risk. If we talk to Social Services about your child before telling you, you will be told about our concerns as soon as possible afterwards. This will usually be by the CADS team. This may be the first time you hear about our worries for your child and it may make you angry. You may feel that we have broken your trust. In fact, we have no choice in the action we have to take. This leaflet aims to help parents understand why this is necessary. If there is any suggestion that a child is at risk, then we must involve the proper investigating agencies. We will want to continue to work with you as we have done before and will do everything possible to achieve this.