

Castleford Park Junior Academy



School Visitor Safeguarding Guide

Safeguarding Statement

Castleford Park Junior Academy is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment.

This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it please speak to any of the contacts named within. Please keep the leaflet in a safe place so that you can read it again if you need to.

If you are concerned about the safety of any child in our school, you must report this to the Designated Safeguarding Lead – Miss Kathryn Law or another member of the safeguarding team.

If you are concerned about the conduct of a member of staff or a volunteer in our school, you must contact the Headteacher – Miss Kathryn Law.

Visitor Procedures

- All visitors **must** sign in at Reception
- All visitors will be issued with an appropriate badge which must be displayed at all times on the site
- Visitors with a red lanyard will be asked to remain under the supervision of a designated member of staff whilst on the site
- Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, when possible, to avoid disappointment
- Visitors must not take any photos of any child whilst on site or use their mobile phones whilst in areas used by children
- Visitors must sign out at the Reception and return their visitor pass before leaving the site

What do I do if I am worried about a child?

If you become concerned about:

- Something a child says
- Marks or bruising on a child
- Changes in a child's behavior or demeanour

You must inform a member of the Safeguarding Team.

If you feel that a child may be at risk of harm but are not sure, then inform the Safeguarding Team immediately who will offer advice and take appropriate action.

A copy of the school's safeguarding policy is located in the PA's office, on the website and on the safeguarding notice board in the staff room.

Sometimes a child may disclose information to you. If this happens then the following actions must take place:

- React calmly
- Listen carefully to the child, particularly what is said spontaneously

- Do not promise confidentiality. Explain to the child that you may need to pass on the information if you are worried about their safety
- You may clarify your concern using TED questions 'tell, explain, describe', but as soon as your concern is confirmed ask no further questions as further enquiries may be compromised
- Reassure the child that they have done the right thing
- Record carefully what the child says in their words including how and when the account was given. Date, time and sign the record. Pass this on to the Designated Member of Staff for Safeguarding immediately.

Types of Harm

Everybody has a responsibility to keep all children under the age of 18 safe and applies to both the home and school environment. Harm is identified in several ways:

- **Physical** - This is when a child is deliberately hurt or injured
- **Sexual** - This is when a child is influenced or forced to take part in a sexual activity. This can be a physical activity or none physical e.g. being made to look at an inappropriate image

- **Emotional** – This is when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence
- **Neglect** – This is when a child is not being taken care of by their parents. It can be poor hygiene, poor diet, and not keeping appointments for additional support, not coming to school or being left home alone
- **Extremism and Radicalisation** – The holding of extreme political or religious views

Staff Conduct

If you are concerned about the conduct of a member of staff following an observation or disclosure the following actions must take place:

- Immediately inform the Headteacher
- In their absence, immediately inform one of the Assistant Headteachers or Deputy Headteacher
- Concerns about the Headteacher should be reported to the Chair of Governors

Keeping Yourself Safe

- Be professional. Be careful how you interact with or speak to a child, the child may interpret it differently
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others
- Avoid being on your own with a child, always ensure that a door is open and that you are visible to others
- It's best not to do anything for a child that he or she can do for him or herself
- Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident time and date it and pass it on to the Headteacher
- If you have concerns about the conduct of staff, it is your responsibility to inform the Headteacher

Remember...if in doubt...ask.

Never do nothing.

Safeguarding Staff

Designated Safeguarding Lead:

Miss K Law – Headteacher

Deputy Designated Safeguarding Leads:

Mrs. J Roberts - Deputy Headteacher

Mr. L Booth - Assistant Headteacher

Miss. S Duggan - Assistant Headteacher

Mrs. Foster – Inclusion Manager

Safeguarding Governors:

Mr. J Dossey – Chair of Governors

Mr. J Hughes – Governor

Castleford Park Junior Academy

Medley Street

Castleford

WF10 4BB

Phone: 01977 518959

E Mail: enquiries@pjademy.net

www.pjademy.net