



## Use of Mobile Phones and Technology

Mobile phones are an integral part of all of our lives. However, due to several high profile cases in the press recently, the following procedure is in place for your protection:

In school, mobile phones should be kept away from children, in a locked cupboard and should not be kept in pockets. Your phone must not be used to take pictures of children. There are school phones around the school which are to be used for phone calls regarding school issues.

Only school equipment should be used to take photographs of children. Photographs should be uploaded to the secure staff shared area and images erased from the portable device as soon as appropriately possible.



Mrs J Snow  
School Governor  
with responsibility  
for safeguarding

## Health and Safety

All accidents must be reported to the school office as soon as possible. Please see our Health and Safety Policy for further details.

## DBS Certificates

All staff, including regular volunteers and visitors are subject to a Disclosure and Barring Services (DBS) Check. This is to ensure that unsuitable people are prevented from working with children.

## Mrs H Smith

Designated Safeguarding Lead,  
Attendance Champion and Reading Lead



## Miss E Vivash

Key Stage 1 Phase Leader  
Deputy Designated Safeguarding Lead

## Mrs S Parkes

Head Teacher  
Deputy Designated Safeguarding Lead



## Miss A Harris

SENDCo  
Deputy Designated Safeguarding Lead

## Mrs T Cadman

Family Support Worker  
Deputy Designated Safeguarding Lead  
Attendance Officer



## Mrs J Smith

Family Support Worker  
Deputy Designated Safeguarding Lead

We work alongside:



## Safeguarding is everyone's responsibility.

Everyone at Wren's Nest Primary school has a responsibility to ensure our children are kept safe.

### Worried about a child?

If you see or hear anything from or about a child which causes you concern, please discuss it with a member of the Safeguarding Team as soon as you can.



### Allegations against adults working with children

If you are concerned about the actions of an adult in school, then you should speak to Mrs Parkes (Headteacher). If your concern is about Mrs Parkes, then you should refer it to our chair of Governors, Mrs Abrahams. You can also refer to the Whistleblowing Policy; a copy of this can be found on our school website.

**Abuse (physical, sexual, emotional) or neglect can have a damaging effect on a child's health, emotional well-being and educational attainment.**

*If, whilst working with a child, you become concerned about:*

- ⇒ Comments made
- ⇒ Marks or bruising
- ⇒ Changes in a child's behaviour

Please report these to one of our safeguarding leads.:

- Mrs Smith (DSL)
- Mrs S Parkes (Headteacher)
- Miss A Harris (DHT and SENDCO)
- Mrs J Smith (FSW)
- Mrs T Cadman (FSW)



### Dealing with a disclosure of abuse by a child:

It is important to know what you should do when a disclosure is made. Please stay calm and follow this guidance:



- Listen to what is being said without displaying shock or disbelief.
- Accept what is being said.
- Allow this child to talk and listen to them.
- Do not interrogate the child or ask leading questions. You can clarify: "Did you say..."
- Reassure the child that it is not their fault.
- Reassure the child that it is right to tell.
- Do not make promises of confidentiality. Explain to the child that you will have to tell someone else, so that you can help them.
- Tell them that you will only report what they have said to those that need to know, and those who can help.
- Record details of the disclosure immediately. Include their EXACT WORDS or phrases used by the child. Sign the record and record the date and time.
- Report your concerns IMMEDIATELY to one of our safeguarding leads.

### Volunteers and Visitors

All those who come into contact with children through their everyday work, whether paid or voluntary, are responsible for their own actions and behaviour. You should avoid any contact with children which would lead any reasonable person to question your motivation or intention.

OUR TRUSTED ADULTS  
AT WREN'S NEST  
THESE ARE THE ADULTS WHO KEEP US SAFE AT SCHOOL

CLASS TEACHERS	PHASE LEADERS	LEARNING MENTORS
 MRS H. SMITH DSL	 MRS PARKES DDSL	 MISS HARRIS DDSL
 MRS J. SMITH DDSL	 MRS VIVASH DDSL	 MRS CADMAN DDSL

OR ANY GROWN UP IN SCHOOL!