

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.

Fire Alarms

On discovering a fire, you must sound the alarm by breaking the glass in the nearest "break glass call point." In the event of an alarm, please stop what you are doing and exit the building via the nearest fire exit. Please make your way to the nearest fire assembly point on KS1 and KS2 playgrounds.

We work alongside:



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.

Wren's Nest Primary School

SAFEGUARDING PROCEDURES



Mrs H Smith

Acting Deputy Head
Teacher,
Attendance
Officer,
Reading Lead
And Designated
Safeguarding Lead



Mrs E Vivash

Key Stage 1 Phase
Leader
Deputy
Designated
Safeguarding Lead

Mrs S Parkes

Head Teacher
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

Safeguarding is everyone's responsibility.

Everyone at Wrens 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 Snow. 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)
- Mrs J Smith (FSW)
- Mrs T Cadman (FSW)
- Mrs E Vivash (DDSL)



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.

