CONTACT DETAILS

If you have a concern or are concerned in any way about a child's welfare or safety, you must speak to one of the following;

Designated Safeguarding Lead: Tom Newell (Headteacher)
tnewell@maryeltonschool.org.uk

Deputy Safeguarding Leads: David Hartshorn, dhartshorn@maryeltonschool.org.uk, Rebecca Lamb rlamb@maryeltonschool.org.uk, Jessica Lucas jlucas@maryeltonschool.org.uk, Sarah Lovell slovell@maryeltonschool.org.uk,

If your concern relates to the Headteacher please contact Chair of Governors: James Lee jlee@maryeltonschool.org.uk

Safeguarding Governor: James Lee jlee@maryeltonschool.org.uk

Please report any worries or concerns immediately, but before you leave the site.

Please complete the Child Protection disclosure in this booklet.

If you are unable to locate any of the above staff, **please contact the School Administration Office without delay.**

North Somerset Single Point of Access (SPA)
01275 888808 or 01454 615165
101
Local Authority Designated Office (LADO)
01275 888808/ 07795092692
lado@n-somerset.gov.uk

Mary Elton Primary School

Futura Learning Partnership

Information for Visitors - Safeguarding, Fire & Emergency Evacuation

Safeguarding is everyone's business – it is up to us to keep the children safe

POTENTIAL CONCERNS

The following issues have been identified as a potential concern in relation to young people locally and nationally:

- Bullying, including cyberbullying
- Criminal exploitations of children and vulnerable adults and County Lines
- Child sexual exploitation
- Domestic violence and relationship abuse
- Drugs
- Fabricated or induced illness
- Gangs and youth violence
- Gender based violence/violence against women and girls, including faith based abuse, female genital mutilation and forced marriage
- Radicalisation and extremism
- Harmful sexual behaviour, sexual violence and sexual harassment, peer on peer abuse
- Sexting
- Trafficking and modern slavery

You can also discuss any of these issues with any of the Safeguarding team.

What is the Prevent duty?

The Counter-Terrorism and Security Act, which came into force on 1 July 2015, requires certain authorities, including schools, to "have due regard to the need to prevent people being drawn into terrorism". This is known as the 'Prevent duty'.

The duty covers all types of extremism, whether political, religious or ideological.

What does it mean for schools?

The duty to protect pupils from the risk of radicalisation should be seen as part of schools' wider safeguarding duties, similar to the responsibility to protect pupils from harm caused by, for example, drugs, gangs, neglect or sexual exploitation.

The Prevent duty is consistent with schools' existing duties, such as the requirement to abide by the Equality Act 2010, promote 'fundamental British values', secure a balanced presentation of political issues and promote community cohesion.

What does my school need to do?

Schools need to ensure their existing safeguarding procedures are robust and take the risk of radicalisation into account, including with regard to visiting speakers. You should have appropriate internet filtering systems in place to ensure pupils are not exposed to harmful content online.

The school should also carry out an assessment of the risk of pupils being drawn into terrorism, based on an assessment of local risk. Talk to your local authority (LA) or police force to gain a better understanding of the risks particular to your area.

You should also ensure staff receive training to help them identify children at risk of being drawn into terrorism, challenge extremist ideas, and know how to act if they have a concern. At the very least, your designated safeguarding lead should undergo Prevent awareness training.

The government says it is also very important that schools are "safe spaces" for pupils to discuss sensitive topics, including terrorism and extremist ideas. They should also be taught how to recognise and manage risk, think critically and make reasoned arguments.

What should staff do if they have a concern?

The government's Educate Against Hate website says that where a member of staff has a concern, he/she should follow the school's usual safeguarding procedures. Concerns should be discussed with the designated safeguarding lead, who may decide to involve other agencies such as the LA or local police.

The LA or police may suggest that the pupil is referred to Channel, the government's programme for identifying and supporting those at risk of being drawn into terrorism, or to social services.

WELCOME

Mary Elton Primary School is committed to the highest possible standards in protecting and safeguarding the pupils in our care.

Our aim is to promote a safe culture for young people and the adults who work with them.

We work to promote a safe culture where there is a common understanding of risk management and judgement in relation to safeguarding.

As a visitor to Mary Elton Primary School you are agreeing to abide by our safeguarding procedures when you sign in and as such take on the duty to promote and safeguard the welfare of our children.

We ensure allegations are dealt with quickly, fairly and with transparency and staff operate safe practice that does not leave them open to misunderstandings or malicious allegations.

We communicate child protection procedures to all staff, parents and visitors.

We are alert to the signs of abuse, neglect and we always follow our procedures to ensure that our pupils receive effective support and protection.

KEY FACTS

Abuse and neglect can happen to any child at any time. Concerns may include:

- A child being observed clearly distressed with no adult intervention
- Hearing a child discuss behaviours which could put them at risk
- Having a bruise, burn or injury that seems suspicious
- Showing signs of pain and discomfort
- Being passive or withdrawn
- Being challenging
- Seeming anxious, fearful or distressed
- Providing an unsatisfactory explanation
- Observing a member of staff treating a child in a humiliating way
- Observing children treating another child unkindly

WHILST YOU ARE IN SCHOOL

At all times staff and visitors are reminded to model appropriate behaviours. Staff and visitors should:

- Model ready, respectful and safe behaviour
- Avoid being isolated or alone with a child
- Ensure that a door is open or that you are visible to others
- Avoid physical intervention unless there is a risk of harm
- Not form relationships of a personal nature with any pupil
- Not disclose sensitive information beyond a need to know basis
- Not share personal contact details
- Not take photographs
- Hand in mobile phones/electronic devices to the School Administration Office on arrival
- Wear appropriate clothing

What should I do if I am concerned about the behaviour of a member of staff or I receive an allegation from another staff member/pupil?

You should report such allegations to the Headteacher of the school (or Deputy Headteacher in his absence). If your concern is regarding the Headteacher, please contact the Chair of Governors.

FIRE ALARMS

If you hear the alarm please leave the building by the nearest exit and report to the assembly point which is located at the playground near the reading haven.

HEALTH AND SAFETY

Whilst on the site you are responsible for taking reasonable care of your own health and safety of others affected by your activities. Please report any health and safety concerns/accidents to the School Administration Office where a report form can be completed.

Please remember to wear your lanyard at all times, and return them to the School Administration Office before leaving.

CHILD PROTECTION – SAFEGUARDING CONCERN FORM

Please ensure you explain to the child that if they are at risk or harm, you will have to forward any information to the relevant member of staff and/or external agencies; also that you cannot keep this information confidential.

If a child comes to you and makes a disclosure:

- Let him/her speak
- Take notes, please ensure that they are dated, in pen, clear and factual
- Remember the TED questions – Tell, Explain and Describe
- Do not ask leading questions

Child's name _____ Class/Year _____

When _____ Where _____ Who _____

What happened?

Signed _____Print name_____ Date _____

PLEASE FORWARD THIS COPY IMMEDIATELY TO THE DESIGNATED SAFEGUARDING LEAD OR A MEMBER OF THE SAFEGUARDING TEAM