



# Mosshead Primary



## Let's Focus on Safeguarding

*Information on Child Protection and  
Safeguarding for parents, supply teachers, club  
leaders and any other visitors to our school.*

## Safeguarding



## Children

Honesty  
Teamwork  
Effort  
Inclusion  
Citizenship  
Determination  
Ambition  
Responsibility  
Achievement  
Excellence  
**Kindness**  
Creativity  
Respect  
Resilience

**Together we all  
learn, discover,  
grow and succeed.**

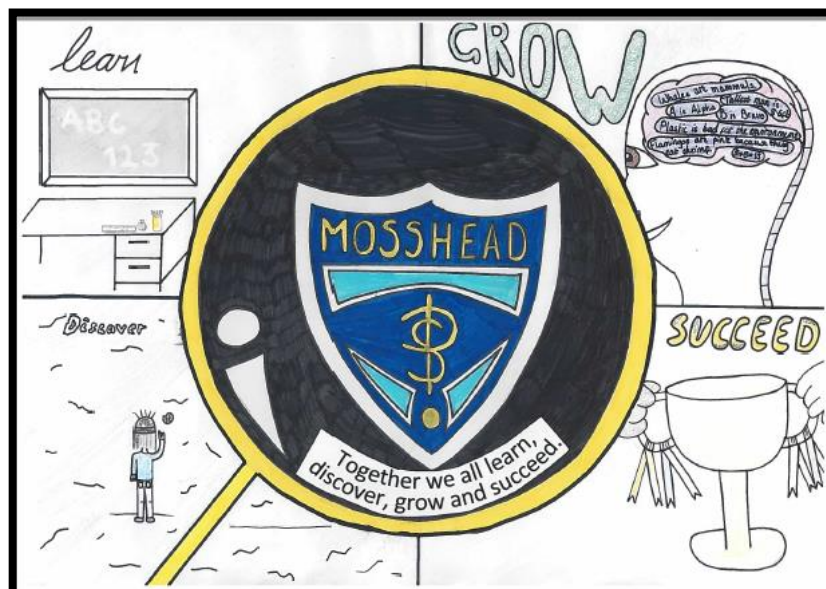


63 Tempest

es and

and succeed' in  
School Community  
carry out our  
in all other

1553



## What to do if you are worried about a child:

If you become concerned about:

- ❖ something a child says
- ❖ marks or bruising on a child
- ❖ changes in a child's behaviour or demeanour
- ❖ something you see happening to a child

Please report your concerns immediately to the Head teacher or one of the Depute Head teachers.

## What to do if a child discloses information to you:

A child disclosing information can be alarming and upsetting, but it is important you know what to do in such an eventuality and for you to stay calm and controlled.

- ✓ Remain calm, no matter how difficult it is to listen to the child
- ✓ Listen to the child and take them seriously. Reassure them they were right to tell.
- ✓ Do not promise confidentiality. Reassure the child but do not make promises that might not be possible to keep.
- ✓ Keep any questions to a minimum, for clarification purposes, and never interrupt.
- ✓ Do not interrogate or ask leading questions.
- ✓ Tell the child that you are going to have to speak to someone who can help.
- ✓ As soon as it is practical write down everything that the child has told you using the child's exact words if possible. Make a note of the date, time, place and people who were present.
- ✓ Act promptly and immediately report your concerns to the Head teacher or one of the Depute Head teachers.

## Other important guidance

- ❖ Avoid any physical contact with children, unless you are preventing them from immediately harming themselves or others.
- ❖ Words and action may be misunderstood; do not make inappropriate remarks or gestures, or tell inappropriate jokes.
- ❖ Inform the Head teacher, or a Depute Head teacher, if you have any concerns about the language a child is using, something you see them doing, or if they touch you or someone else inappropriately.

## Procedures for visitors to Mosshead Primary

- ❖ All visitors must sign in at the main reception.
- ❖ All visitors will be issued with an appropriate badge which must be displayed at all times whilst in the school building or grounds.
- ❖ All volunteers must have had their PVG check completed. Any visitors/volunteers without a PVG check, including parents, are not left alone with children. They will be asked to remain under the supervision of a designated member of staff whilst on site.
- ❖ All visitors must sign out at the main reception before leaving the school.
- ❖ Visitors must never take photos of our children whilst in Mosshead.
- ❖ Visitors should ensure they respect privacy and confidentiality of pupils and staff and not discuss anything with others outside of school.

## School environment

- ❖ To ensure there is a safe physical environment for our children, staff and visitors we apply health and safety measures in accordance with law and regulatory guidance.
- ❖ Visitors should follow school procedures and make a member of the school management team aware if they have any health and safety concerns.
- ❖ School gates and doors are closed once children are in the building and all visitors enter through main security entrance.

## First aid, medicines, accidents and injuries

- ❖ Dedicated First Aiders are trained and all support staff supervising in playground have basic first aid bags.
- ❖ Medicines are stored in a secure area in the school offices and are administered by support staff/ office staff.
- ❖ Staff member always on duty when extra-curricular clubs are taking place
- ❖ Accidents and injuries are recorded in a log book. Please ensure staff are made aware of any accident or injury to a pupil. A First Aider checks any head bumps.

## Partnership working

- ❖ PTA have appropriate safeguarding in place for events and liaise closely with the school as appropriate.
- ❖ Active Schools work closely with the school to help provide volunteers with all the necessary checks and certificates to provide and support additional school activities.