

Safeguarding Statement

Settle and Malhamdale Partnership is committed to safeguarding and promoting the welfare of our children. We expect all staff, volunteers and visitors to share this commitment.

- ◇ Designated Lead for Safeguarding - Mr Wright
- ◇ Deputy DSL - Miss Thompson (Settle)
- ◇ Deputy DSL - Mrs Allen (Kirkby Malham)
- ◇ Chair of Governors—Mrs Caton
- ◇ Safeguarding Governor - Mrs Dawson

Visitor Procedures

All staff and visitors must sign in at the main reception.

All staff and visitors will be issued with an appropriate badge/lanyard which must always be displayed whilst on the site.

Visitors who do not have a n appropriate DBS will be asked to remain under the supervision of a designated member of staff whilst on site.

Visitors wishing to see a member of staff should contact the school in advance to make an appointment.

If you are seeking an urgent appointment, please report to the main reception and we will arrange for you to see a member of staff

E-Safety

Mobile Phones

To protect our children we respectfully ask that you do not have your phone out or use it during your time in the school building. If this is an issue, please contact a member of staff on arrival.

Photographs

Under no circumstances should visitors record or take photographs of our children whilst at our school.

Mr Wright

Designated Lead



Miss Thompson

Deputy DSL



Mrs Allen

Deputy DSL



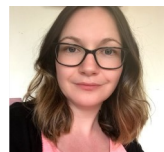
Mrs Caton

Chair of Governors



Mrs Dawson

Safeguarding Governor



Settle and Malhamdale Partnership



A Guide to Safeguarding for all Visitors and Volunteers

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

If you become concerned about:

- ◇ Something a child says
- ◇ Marks on a child
- ◇ Changes in a child's behaviour or demeanour

Please report these concerns to the class teacher or a member of school staff who, will pass the information on to one of the school's Designated Safeguarding Leads.

What do I do if a child discloses they are being harmed?

- ◇ Listen calmly and carefully to the child
- ◇ Record carefully what the child says in their words including how and when the account was given
- ◇ Do not interrogate or ask leading questions
- ◇ Take care not to show shock or disbelief
- ◇ Reassure the child that you will tell the teacher (Deputy DSL) or Head Teacher (DSL) who will be able to help them
- ◇ Do not make promises that might not be possible to keep
- ◇ Reassure the child that it is not their fault; stress that it was right to tell
- ◇ All school staff are required to report potential safeguarding concerns on CPOMS
- ◇ All safeguarding concerns will be shared on a need to know basis in accordance with agreed school policy.
- ◇ Our Child Protection Policy provides detailed guidance. It is updated annually and available to all on the school website

Staff and Visitor Conduct

If you are concerned about the conduct of a member of staff or visitor, following an observation or disclosure, the following actions must be taken:

- ◇ Immediately inform the Designated Lead / Headteacher Mr Wright
- ◇ In their absence, immediately inform the Deputy DSL Miss Thompson (Settle) or Mrs Allen (Kirkby Malham)
- ◇ Remember that we have a Safeguarding Governor, Mrs Dawson, and the Chair of Governor Mrs Caton who can also be contacted in these situations.

The school address /contact details are as follows:

Settle CE Primary School, Bond Lane, Settle, BD24 9BW 01729822019

Kirkby Malham Primary, Kirkby Top, Malham BD23 4BY 01729830214

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 himself or herself.
- ◇ Always tell someone if a child touches you or speaks inappropriately.
- ◇ Log down any incident and report it noting the time and date and pass it on to one of our Safeguarding Team.
- ◇ If you have concerns about the conduct of a staff member or visitor then it is your responsibility to inform the Headteacher/DSL
- ◇ If you have concerns about a child then it is your responsibility to inform the Headteacher/DSL

Remember...if in doubt...ask