

Staff

There is a full description of expected staff conduct in the Staff Handbook.

If you are concerned about the conduct or behaviour of a member of staff:

- Immediately inform the Head Teacher
- Alternatively inform the Deputy Head Teacher or the DSL.

If a child makes a disclosure or you have concerns for a child please follow the steps outlined in 'What Do I Do If I Am Worried About A Child?'

The school is a 'Mobile Free Zone' - staff should not have mobile phones visible in the presence of children.

Maintain a professional appearance and demeanour. Be careful of how you interact or speak with the children—interpretations of speech can vary

Follow the schools Behaviour Management Policy. Avoid physical contact to restrain children unless there is immediate danger of them harming themselves or others

Encourage children to meet their own dressing and hygiene needs. This may include helping them to teach them how to do so. At these times ensure that you are not alone with the child

Always report if a child or member of staff touches you or speaks to you inappropriately. Complete a 'concerns form' and hand to DSL or speak directly to the Head Teacher

If you have concerns about the conduct of a member of staff it is your duty to report this to the Head Teacher.

Visitors and Volunteers

There is a guidance document available for volunteers and visitors available in the School Office (Reception)

- All visitors/volunteers must sign in at Reception
- All visitors/volunteers will be issued with an appropriate pass which must be displayed at all times whilst on site.
- Visitors/volunteers will be asked to remain under the supervision of a designated member of staff whilst on site
- If there is a fire alarm or serious incident alarm, visitors/volunteers should follow the directions of the teacher in charge or leave the building via the nearest exit.
- Visitors/volunteers must not use or have on show a smart phone or camera
- Visitors/volunteers should not be left alone with any children at any time unless the school has received and kept a copy of their DBS check.
- Visitors/volunteers should understand the need to maintain the confidentiality of pupils and should not share information about pupils or staff in any way – including social media
- If a visitor/volunteer has safeguarding concerns they should immediately share these with the class teacher or a member of the safeguarding team.
- If a child discloses information relating to their physical, emotional or social wellbeing please report immediately to the class teacher or a member of the safeguarding team. They should not question the children – this is a specialised role and could compromise court proceedings at a later date
- Visitors/volunteers must sign out at the Main Reception and return their visitor pass



A Guide to Safeguarding Practise at Midfield Primary School.

You will find the full Spring Trust Academy Policy on the Midfield Website (Child Protection and Safeguarding).

Alternatively you may read a copy in the Staff Handbook or request a copy from the office.

Tel: 0208 300 6161

Safeguarding Statement
Midfield Primary School is committed to safeguarding and promoting the wellbeing of children and expects all staff, volunteers and visitors to share this commitment.

We are aware that child abuse can happen to all children regardless of gender, culture, religion, social background or disability

Key Safeguarding Staff

Designated Safeguarding Leads:
Karen Kick and Lorraine Crook

Head of School: Jackie Barton

Deputy Safeguarding Lead:
Jackie Barton

Family Worker: Lorraine Crook

School Governor : Amanda Hughes

Chair of Governors: Judi Ellis

Local Authority Designated Officer:
(LADO)

Rita Dada (Bromley L.A.)

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

If you become concerned about:

- Something a child says
- Marks, bruises, cuts or other physical injuries
- Changes in a child's mood, demeanour or behaviour

Please inform the Designated Safeguarding Lead (DSL)

If you feel a child might be at risk of harm but you are not sure then inform the DSL who will provide advice and take appropriate action

Please complete a 'Concerns' form and hand to the DSL—a file of evidence is collected in order to determine patterns and provide detailed information.

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

- React calmly—if possible, send another member of staff to inform a member of the Safeguarding Team
- Listen carefully to the child—especially what is said spontaneously
- Do not promise confidentiality. Explain to the child that you may need to pass on the information if you are worried about their safety
- Do not ask leading questions—you could ask the child to clarify or explain what they have said. Questioning children is a specialised role and incorrect questioning may compromise later investigations
- Reassure the child that they have 'done the right thing'
- As soon as possible, after the disclosure, record what the child has said in their own words, including date, time, place, how the account was given and other circumstances. **Remember to sign the record and give to the DSL immediately.**

Types of Harm

Everybody has a responsibility to keep all children under 18 safe. Harm can be identified on the following ways:

Physical—when a child is deliberately hurt or injured. This includes female genital mutilation. Any person who expects that a child has been subjected to FGM has a legal responsibility to report this. **Please inform the DSL immediately.**

Sexual—This is when a child is influenced or forced to take part in a sexual activity. This could be a physical activity or non physical e.g. being influenced, exposed to or made to look at an inappropriate image. This includes child sexual exploitation

Emotional— This is when a child is made to feel frightened, worthless or unloved. It can occur through intimidation (e.g. shouting at), using threats or making fun of someone. It might also occur when children see their parents, families or visitors to the home, fighting, arguing or using other forms of violence

Neglect—This is when a child is not being taken care of by their parents. It can relate to poor hygiene, poor diet, not keeping appointments for health or additional needs, not coming to school or being left without supervision by a suitable adult.

Extremism and Radicalisation—the holding of extreme views which do not reflect British Values:

- democracy
- the rule of law
- individual liberty
- mutual respect for and tolerance of those with different faiths and beliefs and for those without faith

Cyber - where the internet is used to coerce, bully or exploit a child. Where children are allowed access to unsuitable images, references or articles