

At Bowerham Primary and Nursery School, we are committed to safeguarding and promoting child welfare. We expect everyone to share this commitment.

Safe Working with Bowerham Primary and Nursery School

All staff are expected to:

- Provide a good example and be a positive role model;
- Show respect for all members of the school community by being polite and courteous in all forms of communication eg verbal, face to face and electronic communication;
- Maintain the confidentiality of sensitive information (particularly relating to pupils);
- Ensure fairness at all times when dealing with children;
- Conduct yourself in a professional manner at all times when wearing clothing or an identification badge that identifies them as an employee of the school;
- Ensure when working with individual children that you are visible to others;
- Do not photograph children (unless express permission has been sought and granted) or exchange any personal information.

Who to speak to if you are concerned about a child?



Jo Banks
Head
teacher
DSL



Lucy
Bouweraerts
Deputy Head
teacher
Deputy DSL



Kathryn
Ireland
Assistant
Head
teacher
Deputy DSL

ALWAYS REPORT ANY SAFEGUARDING CONCERNS IMMEDIATELY TO THE OFFICE AND NEVER LEAVE THE SCHOOL WITHOUT TELLING ANYONE.

“Keeping children safe is ALL of our responsibility.”

The Bowerham School community is proud to nurture aspiration, inspire love for life-long learning and prepare children for a changing society.

**Bowerham Primary and Nursery School,
Bowerham Road, Lancaster, LA1 4BS
01524 63999**

head@bowerham.lancs.sch.uk



**Bowerham Primary and
Nursery School
CHILD PROTECTION
& SAFEGUARDING**

Volunteers/ Visitors

Everyone who comes into contact with children, whether paid or voluntary are responsible for their own actions and behavior. You should avoid any contact which would lead any person to question your motivation or intention.

At Bowerham, we all have a duty to safeguard and promote the welfare of all our children.

Please follow our Code of Conduct:

- ✓ Do treat everyone with respect;
- ✓ Do provide an example you wish others to follow;
- ✓ Do plan activities so that they involve more than one person or in sight of another person;
- ✓ Do allow children the facility to identify behavior they are uncomfortable with;
- ✓ Do remember that someone else may misinterpret your actions however well intentioned;
- ✓ Do not play inappropriate physical games, make inappropriate comments or have inappropriate banter with children;
- ✓ Do not take pictures of children unless instructed;
- ✓ Do not jump to conclusions without checking facts;
- ✓ Do not believe.....it could not happen to you- it could!

“It CAN happen here”

Worried about a child?

Abuse (physical, sexual, emotional) or neglect can have a damaging effect upon a child’s health, education, attainment and emotional wellbeing.

Changes in a child’s behavior may not necessarily indicate a child is suffering abuse or neglect. However, if whilst working with a child, you become concerned, please report these to the class teacher immediately.



STAND TALL, REACH HIGH, LOVE LEARNING

Disclosures of Abuse by a Child

Whilst this is an alarming situation, it is important that you know what to do.

- ✓ Stay calm and controlled; listen to what is said without shock or disbelief.
- ✓ Accept what is being said.
- ✓ Do NOT stop a child from talking to you- they have chosen you for a reason!
- ✓ Allow the child to talk freely, listen rather than directly asking questions.
- ✓ Gently put context to the conversation- Where? When? How did they feel? How do they feel now?
- ✓ Be aware of the child’s body language.
- ✓ Reassure but do not make promises.
- ✓ Explain that you will talk to the Head teacher or Deputy Head teacher so that they can help.
- ✓ Do NOT ask leading questions or interrogate.
- ✓ Stress that talking was the right thing to do.
- ✓ Immediately report your concerns to the Designated Safeguard Lead (DSL) or deputy DSL.
- ✓ Record details on an information sharing sheet immediately afterwards.
- ✓ Give any written information to the DSL or Deputy DSL as soon as it is written.
- ✓ Talk to the assistant head teacher about your own feelings, if you feel you need to.
- ✓ Ensure that all information is kept confidential, between you, the class teacher and the DSL/ Deputy DSL. This is confidential information and should only be shared with the safeguarding team.

