



Working together to inspire every pupil to:

**Step in** to their learning adventure.

*Step up* to achieve their potential.

**Step out** and let their creativity shine.

Address: Parkway, Chellaston,

Derby DE73 5NY

Tel: 01332 691351

## Safeguarding Procedures 2022-2023

Please see the full safeguarding policy on our school website. [www.homefields.derby.sch.uk](http://www.homefields.derby.sch.uk)

### Students/Volunteers/Visitors Responsibility

This information has been given to you to make sure that you understand what is expected of you in relation to **Safeguarding our children**. Please seek advice from the **Designated Safeguarding Lead** for child protection if you are unclear about anything in this information.

All those who come into contact with children through their everyday work, whether paid or voluntary are responsible for their own actions and behaviour.

You should avoid any contact which would lead any responsible person to question your motivation and intention. At Homefields Primary, we have a duty to safeguard and promote the welfare of our children. Thank you.

### Safeguarding Statement

**1.1** At Homefields Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn in a stimulating, purposeful and secure atmosphere.

**1.2** We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at HPS. We recognise our responsibility to safeguard all those who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying. (Taken from Behaviour Principles of HPS)

#### Identity Badges

All visitors within Homefields primary must wear their visitors badge received from reception.

All adults without a badge will be challenged!

#### Mobiles

Please switch off all mobile devices whilst you are in school

#### DBS certificate

All staff, including supply staff, regular visitors and volunteers are subject to Disclosure and Barring Service (DBS) certificates.

Advice about DBS certificates is available from the school office.

## **WORRIED ABOUT A CHILD**

Abuse (physical, sexual, emotional) or neglect can have a damaging effect on a child's health and emotional well-being. Some changes in a child's behaviour may not necessarily indicate that a child is suffering abuse or neglect. In some cases, those changes may be symptoms of a hidden disability, undiagnosed medical condition or changes in medication. If whilst working with a child, you become concerned about:

- Comments made by a child
- Marks or bruising on a child

Please report these concerns to the class teacher or phase leader, who if they feel it is appropriate, will pass them on to the Designated Safeguarding Lead.

## **Disclosure of abuse by a child**

Whilst this can be an alarming situation, it is important that you know what to do in such an eventuality and for you to be able to stay calm and controlled.

- Listen to what is being said without displaying shock or disbelief. Accept what is being said.
- Allow the child to talk freely **listen** rather than ask questions.  
Ask the child to **Tell, Explain, Describe (TED)**
- Re-assure the child, but **do not make promises** that might not be possible to keep.
- Do not promise confidentiality but explain to the child that you have to tell their teacher or Headteacher in order that you can help them.
- Do not interrogate the child or ask leading questions. Re-assure the child that it is not their fault.
- Stress that it was right to tell
- Make them aware that their disclosure will be reported only to those who need to know and who can help.
- Record details of disclosure immediately, including wherever possible the exact words or phrases used by the child. Sign and date the record.

Report your concerns and give your written record to the Designated Safeguarding Coordinator/ Headteacher to enable the matter to be dealt with in the most appropriate way.

- Be aware of your own feelings about abuse and find someone that you can share your feelings with once the procedures have been completed.

**ALL INFORMATION DISCLOSED SHOULD REMAIN CONFIDENTIAL WITHIN THE RELEVANT PARTIES**

## **ALLEGATIONS**

- Any allegations about staff members should be reported to the Headteacher.
- If the concerns are about the Headteacher please inform the Chair of Governors.

## **SAFE WORKING WITHIN HOMEFIELDS PRIMARY SCHOOL**

- Provide a good example and be a positive role-model by being respectful, fair and considerate to all.
- **REPORT ANY SAFEGUARDING CONCERNS TO EITHER A MEMBER OF THE SAFEGUARDING TEAM OR TO THE TEACHER YOU ARE WORKING WITH.**
- Treat all children equally. Never build a special relationship with a particular child above all the others
- Ensure that when working with individual children, that the door is left open, or that you can be visible to others.
- **Do not photograph children (unless requested by the school staff on a school camera) exchange emails, text messages, and phone numbers or give out your own personal details.**
- Do not receive or give gifts unless arrange through school
- Only touch children for professional reasons and when this is necessary and is appropriate for the child's wellbeing and for safety.

### **Safeguarding Team and Senior Leaders at Homefields Primary School**

<b>Designated Safeguarding Lead</b>	<b>Mrs Sarah Coleman (Headteacher)</b>
<b>Deputy Safeguarding Lead</b>	<b>Mrs Debbie Rollerson (Assistant Head, Mental Health Lead &amp; EYFS Lead)</b>
<b>Safeguarding Governor</b>	<b>Mrs Ellen Wilkinson</b>
<b>Chair of Governors</b>	<b>Mrs Rachel Civval <a href="mailto:chair@homefields.derby.sch.uk">chair@homefields.derby.sch.uk</a></b>
<b>Key Stage 1 Lead</b>	<b>Mrs Gail Heald</b>
<b>Upper Key Stage 2 Lead</b>	<b>Mr Stuart Harrison</b>