At Lyme Community Primary School we adhere to a safeguarding culture of high vigilance.
Safeguarding is EVERYONE'S responsibility.
No child should suffer harm, either at home or at school. Everyone who works in our school has a responsibility to make sure that all our students are safe.

This information leaflet has been provided to make sure that you understand what is expected of you. Please ask someone if you are unclear about anything in it, and keep the leaflet in a safe place, so that you can read it again if you need to.

If you are concerned about the safety of any student in our school, you must report this to the Designated Person for Child Protection in school.

We have a Child Protection and Safeguarding policy. A copy is available on the website or from the school office if you require more information.

Contacts
Designated Person for Child Protection:
Mrs Jo Roberts /Mrs Jen Lammond
01744 678350

Deputy Designated Person for Child Protection:
Miss Kathryn Evans/ Miss Kathryn Burns
01744 678350

Chair of Governors and Safeguarding Governor:
Mrs Caroline Unsworth
(Contactable via the School Office)

Allegations
Any allegations should be reported to the Headteacher, Mrs. Jo Roberts, as soon as possible.
If the concerns are about the Headteacher please inform the Chair of Governors.

Lyme Community Primary School

Safeguarding and Code of Conduct for Visitors, Volunteers and Governors

Child Protection advice

As a school we are committed to safeguarding and meeting the needs of our children. We hope that this leaflet provides some useful advice and information when working with children at Lyme Community Primary School.

What are my responsibilities?

All adults that come in to contact with children, whether paid or voluntary, are responsible for their own actions and behaviour and should avoid any conduct which may lead to someone questioning their motives or intentions.

We all have a duty to safeguard and promote the welfare of the children in our school.

What do I need to do about DBS checks?

All volunteers and visitors must wear a Visitors Badge and lanyard at all times.

Anyone who works with children requires an enhanced DBS check and will wear a green lanyard.

Anyone aged over 16 without an enhanced DBS is not able to work with children and will wear a red lanyard.

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

If you are concerned about:

Comments made by a child

Marks or bruising on a child

Changes in a child's behaviour or demeanour

Please report them to the class teacher, who will pass the information on to the school's Designated Person for Child Protection.

What should I do if a child discloses that he/she is being harmed?

Listen to what is being said.

Allow the child to talk freely, listen rather than ask direct questions.

Reassure the child—it is not their fault and it is the right thing to tell.

Do not say that you can keep what they are saying confidential.

Do not interrogate the child or ask leading questions.

Do not criticise the alleged perpetrator.

Record all details of the disclosure immediately, including wherever possible the exact words or phrases used by the child.

Report your concerns and give your written record the school's Designated Person for Child Protection , who will deal with the matter in the most appropriate way.

What should I do if the alleged abuser is a member of staff?

You should report allegations to the Headteacher.

What should I do if the allegation is made about the Headteacher?

You should report such allegations to the Chair of Governors.

Code of Conduct

Appropriate relationships with children should be based on mutual trust and respect. In particular your attention is drawn to the provisions of the Sexual Offences Act 2003, which creates a new criminal offence of abuse of a position of trust.

Be aware of confidentiality, in particular if you hear something about a student or member of staff in the school.

Treat all students fairly and equally.

If you are working with a student on a one to one basis, always ensure that you can be seen by others.

Do not give or receive gifts unless arranged by the school.

Do not use a mobile phone to make or receive calls or text messages in the view of our students.

Never take photographs of the students on a mobile phone.

Be aware of appropriate physical contact. Only touch students for professional reasons, and when it is necessary and appropriate for their safety and well-being.

Do not take photographs of students (unless requested by the class teacher with a school camera/I-Pad), share email addresses, phone numbers or personal details.

Provide a good example and be a positive role model by behaving in a mature, respectful, safe, fair and considered manner.

Report any online safety concerns to the DSL/DDSL e.g. if a Smooth wall notification is received.