



Riverside Primary School and Nursery

Safeguarding Children

**Information for Parents /Carers, Visitors, Governors and
Newly Appointed Staff**

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RESILIENT RESPECTFUL SUCCESSFUL TOLERANT VALUED

Welcome!

We are committed to safeguarding and promoting the well – being of all the children in our care. We hope this booklet will provide some useful advice when working with young people at [Riverside](#).

What are my responsibilities as an adult working with children?

All adults who come into contact with young people in their everyday work whether paid or voluntary, have a legal duty to safeguard and promote the well – being of children.

DBS (formerly CRB) checks

Riverside's recruitment and selection procedures specify that all adults working with children have an enhanced DBS disclosure. This is to ensure that all unsuitable people are prevented from working with children. You will be informed by the Headteacher or their representative whether or not you require a DBS check and if you do not, you will not be left unsupervised with young people.

DBS forms are available from the finance department, who will help you to complete the application and advise you on the documentation that you need to complete the form.

It is essential that you inform the Headteacher immediately if you become subject to any criminal investigation, caution or conviction. This is to protect you as well as the young people in your care.

A full copy of [Riverside's](#) Safeguarding and Child Protection Policies are available from the main school office or the school's website.

What should I do if I work here and I am worried about a child?

If, while working with a child, you become concerned about a child's welfare or any of the following, then please report these concerns immediately to the **Designated Safeguarding Lead, Miss Lauren Porter, the Deputy Headteacher or one of the Deputy DSL's (Mr Richard Daniels/Mrs Sarah Barnard).**

We have an internal Incident Form that can be found in the staff room which will need to be completed with the details and given to one of the Safeguarding Team. Please use this form for:

- Comments made by a child about themselves or others
- Any unexplained marks or bruising
- Changes in a child's behaviour or demeanour.

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

Young people rarely lie about such matters, so it is important to take this seriously:

- Listen to what is being said without passing comment or displaying shock or disbelief – accept what is said
- Allow the child to talk freely
- Reassure the child that you will be supportive but **do not** make promises that you will be unable to keep
- **Do not** promise confidentiality but explain to the child that you will have to share this information with someone else in order that you can help them further
- It is important not to interrogate the child or ask leading questions: it is ok to ask 'How did that make you feel?' and 'Is there anything else that you want to tell me?'
- Reassure the child that it is not their fault
- Stress that sharing the information was the right thing to do
- **Do not** be drawn into criticising the perpetrator: remain sympathetic but impartial.

Immediately record the details of the disclosure, including wherever possible the exact words or phrases used by the child, on the school's Incident Form and return to one of the Safeguarding Team as soon as possible. Please ensure you have written in pen and have signed and dated the form.

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

You should report the allegations to the Headteacher as soon as possible (or in the case of the Headteacher being the alleged abuser, you are required to contact the Chair of Governors and it will be referred to the LADO immediately (01628 683208/683210)

How do I ensure my behaviour is appropriate?

All good relationships are based upon mutual trust and respect. Children are often spontaneously affectionate and tactile and it is important not to alienate them through a lack of response or appearing to reject this. You should however, be very careful about physical contact with children and always try to be in view of another adult.

If you are working with a child on his or her own ensure that a door is left open and that you are visible to other adults where possible. Do not take a child on a car journey alone – always have a second member of staff as a chaperone.

Do not photograph children unless it is with official permission. Use a school camera or video recorder and do not exchange personal emails or texts. Under no circumstances should you share your personal contact details with children or have any contact on social networking sites.

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

If you have concerns about any child, whether a pupil here or not, then you should contact the **Multi-Agency Safeguarding Hub (MASH)** on 01628 683150.

If you are unsure about contacting them, please do ask for advice from one of our Safeguarding Team who will be able to support you.

This leaflet has been given to you to show what is expected – please keep it to refer to. If you are unclear about any part of it, it is essential that you speak with a member of the Safeguarding Team to clarify things for you.

Thank you for reading this and committing to keep all of our children safe and happy.