



Craigdhu Primary



Information on Child Protection and Safeguarding for parents, supply teachers, club leaders and any other visitors to our school.

The Child Protection co-ordinator in Craighdu Primary is the Head Teacher, Mrs Lesley Davidson.



In the Head Teacher's absence, the Depute Child Protection co-ordinator is Mrs Julie Ryman



Full details of our Child Protection and Safeguarding policies and procedures can be found on our school website.

Craighdu Primary

Craighdu core school values of **ENDEAVOUR** along with our behaviour code of **ready to participate, ready to learn, ready to lead** underpin all of our work. We are committed to ensuring all pupils are protected from harm, not only in school, but in each place they live their lives, including the digital world.

Craighdu provides a safe, positive and nurturing environment in which children can flourish. Everyone in the Craighdu School Community is tasked with safeguarding pupils and we all take care to carry out our statutory responsibilities conscientiously, in partnership with all other concerned parties.



What to do if you are worried about a child:

If you become concerned about:

- ❖ something a child says
- ❖ marks or bruising on a child
- ❖ changes in a child's behaviour or demeanour
- ❖ something you see happening to a child

Please report your concerns immediately to the Head Teacher or the Depute Head Teacher in her absence.

What to do if a child discloses information to you:

A child disclosing information can be alarming and upsetting, but it is important you know what to do in such an eventuality and for you to stay calm and controlled.

- ✓ Remain calm, no matter how difficult it is to listen to the child
- ✓ Listen to the child and take them seriously. Reassure them they were right to tell.
- ✓ Do not promise confidentiality. Reassure the child but do not make promises that might not be possible to keep.
- ✓ Keep any questions to a minimum, for clarification purposes, and never interrupt.
- ✓ Do not interrogate or ask leading questions.
- ✓ Tell the child that you are going to have to speak to someone who can help.
- ✓ As soon as it is practical write down everything that the child has told you using the child's exact words if possible. Make a note of the date, time, place and people who were present.
- ✓ Act promptly and immediately report your concerns to the Head Teacher or Depute Head Teacher.

Other important guidance

- ❖ Avoid any physical contact with children, unless you are preventing them from immediately harming themselves or others.
- ❖ Words and action may be misunderstood; do not make inappropriate remarks or gestures, or tell inappropriate jokes.
- ❖ Inform the Head Teacher, or Depute Head Teacher, if you have any concerns about the language a child is using, something you see them doing, or if they touch you or someone else inappropriately.

Procedures for visitors to Craigdhu Primary

- ❖ All visitors must sign in at the main office.
- ❖ All visitors will be issued with an appropriate badge which must be displayed at all times whilst in the school building or grounds.
- ❖ All volunteers must have had their PVG check completed. Any visitors/volunteers without a PVG check, including parents, are not left alone with children. They will be asked to remain under the supervision of a designated member of staff whilst on site. Craigdhu will hold a photo of any regular visitor's PVG certificates.
- ❖ All visitors must sign out at the main reception before leaving the school.
- ❖ Visitors must never take photos of our children whilst in Craigdhu.
- ❖ Visitors should ensure they respect privacy and confidentiality of pupils and staff and not discuss anything with others outside of school.

School environment

- ❖ To ensure there is a safe physical environment for our children, staff and visitors we apply health and safety measures in accordance with law and regulatory guidance.
- ❖ Visitors should follow school procedures and make a member of the school management team aware if they have any health and safety concerns.
- ❖ School gates and doors are closed once children are in the building and all visitors enter through main security entrance.
- ❖ It is everyone's responsibility to ensure the school complies with health and safety procedures eg fire doors kept closed, fire routes obstacle free, external doors closed securely. The Building Manager, Head Teacher and a staff representative carry out a health and safety walk around each term.

First aid, medicines, accidents and injuries

- ❖ Dedicated First Aiders are trained and all support staff supervising in playground have basic first aid bags.
- ❖ Medicines are stored in a secure area in the school offices and are administered by support staff/ office staff.
- ❖ Staff member always on duty when extra-curricular clubs are taking place
- ❖ Accidents and injuries are recorded in a log book. Please ensure staff are made aware of any accident or injury to a pupil. A First Aider checks any head bumps.

Partnership working

- ❖ PTA have appropriate safeguarding in place for events and liaise closely with the school as appropriate.
- ❖ Active Schools work closely with the school to help provide volunteers with all the necessary checks and certificates to provide and support additional school activities.

Useful links

<https://learning.nspcc.org.uk/research-resources/2019/let-children-know-you-re-listening>

<https://www.cedarnetwork.org.uk/for-practitioners/mikey-jools-animation>