



Woodsetts  
Primary School



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UPDATED MAY 2019

**Staff / Visitor  
Safeguarding  
Leaflet**

# **Welcome to Woodsetts Primary School**

**Please familiarise yourself with our  
safeguarding team.**

**DSL: Miss S Walker**

**(Head teacher)**

**Deputy DSL: Miss E Batterham**

**(Deputy Head teacher & Y5)**

**Deputy DSL: Mrs M Bates**

**(Business Manager)**

**Safeguarding Governors:**

**Mr C Latham (Chair of Governors) and Mr  
M Wilkinson**

**Ensure you have shown all relevant documentation to  
the office staff, signed in and acquired an identity  
badge. Thank you.**

## **Volunteers and Visitors:**

- 1. Please familiarise yourself with all fire exits when arriving in the building. Signage is available in all rooms within the school clearly marking exits.**
- 2. On hearing the fire alarm please leave through the nearest and safest fire exit.**
- 3. Report to the gazebo located on the main playground, remain there until you have been identified by the school secretary.**

**PLEASE ENSURE YOU HAVE SIGNED IN BEFORE ENTERING THE  
SCHOOL BUILDING**

**DO NOT RE-ENTER THE  
BUILDING UNTIL THE ALL CLEAR  
IS GIVEN.**

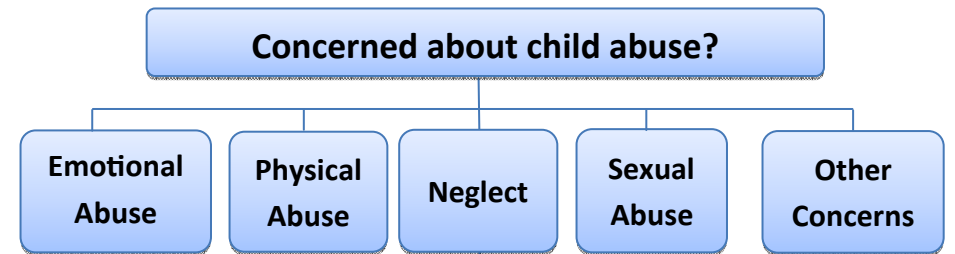


## On discovering a fire

Break the glass to sound the nearest fire alarm.  
Leave the building immediately.

## On hearing the alarm:

1. Line all the children up.
2. Leave the building immediately by the nearest fire exit (see fire escape route plans available in all rooms) checking the toilets on the way.
3. Close doors behind you. Do not prop doors open.
4. The children must walk and be in line.
5. Do not take anything with you.
6. Walk to the assembly point on the playground.
7. Children stand in register order. Take the register when delivered to you by the office team.
8. Raise your hand when register is complete. The office team will come to you for your number of children present.
9. Do not return to the building until instructed to do so by the lead person (most senior person in the building).
10. Fire Wardens sweep given areas report to business manager when complete.



What do I do?

**Act NOW**  
**Do NOT delay**

**'Everyone' who comes into contact with children and their families has a responsibility in safeguarding children.**

**Share your concerns with a member of the safeguarding team immediately. Remember 'it could happen here'.**

**Do not make promises to a child.**

**Record the disclosure/concern using the forms available in the staff room.**

**Importantly, do not leave the school without reporting your concerns to a member of staff.**

We all have a statutory duty to safeguard and promote the welfare of children and at our school we take this responsibility seriously.

If you have any concerns about a child or young person in our school, you must share this information immediately with our Designated Safeguarding Lead (DSL) Miss S Walker (Head teacher) or Deputy DSL Miss E Batterham (Deputy Head teacher) Mrs M Bates (Business Manager)

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must speak to the DSL or Deputy DSL without delay.

If you are unable to locate them ask a member of the school office staff to find them and to ask them to speak with you immediately about a confidential and urgent matter.

Any allegation concerning a member of staff, a child's foster carer or a volunteer should be reported immediately to the Headteacher. If an allegation is made about the Headteacher you should pass this information to the Chair of the Governing Body. Alternatively, you can contact the Local Authority Designated Officer via MASH on 01709 336080.

At Woodsetts Primary School we strive to safeguard and promote the welfare of all of our children. The welfare of the child is always paramount.

## While in school as a visitor

- **Please do not use mobile phones when children are present.**
- **Please do not take photographs of children/staff using mobile devices/cameras in school.**
- **Please do not take individual or groups of children from their classroom without permission from staff members.**
- **Please do not take children to the toilet unaccompanied.**
- **Please refrain from commenting on incidents that occur within the school either directly or indirectly.**



# While working in school as a volunteer

- Please do not use mobile phones when in classrooms or on visits.
- Please do not take photographs of children/ staff using mobile devices/cameras in school or on visits.
- Please do not take individual or groups of children from their classroom without permission from staff members.
- Please do not take children to the toilet unaccompanied.
- Please refrain from commenting on incidents that occur within the school either directly or indirectly.



	Possible signs and indicators of abuse
Physical abuse	<ul style="list-style-type: none"> <li>• Any injuries not consistent with the explanation given for them</li> <li>• Injuries which occur to the body in places which are not normally exposed to falls or rough games</li> <li>• Injuries which have not received medical attention</li> <li>• Reluctance to change for, or participate in, games or swimming</li> <li>• Bruises, bites, burns and fractures, for example, which do not have an accidental explanation</li> <li>• The child gives inconsistent accounts for the cause of injuries</li> </ul>
Sexual abuse	<ul style="list-style-type: none"> <li>• Any allegations made by a child concerning sexual abuse</li> <li>• The child has an excessive preoccupation with sexual matters and inappropriate knowledge of adult sexual behaviour for their age, or regularly engages in sexual play inappropriate for their age</li> <li>• Sexual activity through words, play or drawing</li> <li>• Repeated urinary infections or unexplained stomach pains</li> <li>• The child is sexually provocative or seductive with adults</li> <li>• Inappropriate bed-sharing arrangements at home</li> <li>• Severe sleep disturbances with fears, phobias, vivid dreams or nightmares which sometimes have overt or veiled sexual connotation</li> <li>• Eating disorders such as anorexia or bulimia.</li> </ul>
Emotional abuse	<ul style="list-style-type: none"> <li>• Depression, aggression, extreme anxiety, changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy</li> <li>• Obsessions or phobias</li> <li>• Sudden underachievement or lack of concentration</li> <li>• Seeking adult attention and not mixing well with other children</li> <li>• Sleep or speech disorders</li> <li>• Negative statements about self</li> <li>• Highly aggressive or cruel to others</li> <li>• Extreme shyness or passivity</li> <li>• Running away, stealing and lying</li> </ul>
Neglect	<ul style="list-style-type: none"> <li>• Dirty skin, body smells, unwashed, uncombed hair and untreated lice</li> <li>• Clothing that is dirty, too big or small, or inappropriate for weather conditions</li> <li>• Frequently left unsupervised or alone</li> <li>• Frequent diarrhoea</li> <li>• Frequent tiredness</li> <li>• Untreated illnesses, infected cuts or physical complaints which the carer does not respond to</li> <li>• Frequently hungry</li> <li>• Overeating junk food</li> </ul>

# Safeguarding – What to do.

Concerns over a child  
e.g. changes in behaviour, overheard  
conversations, change in personality

Child discloses  
Child's friend tells you about their  
disclosure

**INFORM SAFEGUARDING TEAM**  
**Sue Walker**  
**Emma Batterham**  
**Margaret Bates**

- Listen and reassure them
- Do not ask questions
- Explain you will need to tell someone (tell them who)

Possible actions – after discussion and agreement

Internal support -Pastoral team, or  
Early Help Referral

Phone MASH

Phone Police

Log and/or monitor

Written referral within 24  
hours

Phone MASH and inform

Where possible, and appropriate, we will keep you informed of the outcome