

Little Hill Primary School is committed to safeguarding and promoting the welfare of young people and requires all staff and volunteers to share this commitment.

This leaflet has been given to you to make sure you understand what is expected of you. Please ask any of the contacts named in this leaflet 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 worried about the safety of any young person in our school, you must report this to a Senior Designated Person. (See details on back page)

**Contact Details:**

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Leicestershire,  
LE18 2GZ

0116 2811963

office@littlehill.leics.sch.uk

**CONTACTS**

Headteacher:  
Vina Pankhania

Deputy Headteacher  
Helen Cartledge-Splitt

Assistant Headteacher:  
Sam Williams

Inclusion Manager  
Thea Roberts

Administration Assistant:  
Elaine Warner\*

**The Governor with Safeguarding responsibility is:**  
Fiona Weston

**Allegations Manager:**  
0116 305 7597

**Children's Duty Team:**  
0116 305 0005

**Safeguarding Unit:**  
0116 305 7570

**Relevant School Policies:**  
Child Protection and Safeguarding Policy  
Contenance and Soiling Policy  
E-Safety and Cyberbullying Policy

\* denotes not a Senior Designated Person

# Little Hill Primary School

Giving children a flying start



## Safeguarding Advice for Staff, Volunteers and Visitors

2020—2021





## Safeguarding Advice for Staff, Volunteers and Visitors

Our aim is to provide a safe and secure environment for our students, staff, volunteers and visitors. As a school we are committed to safeguarding and meeting the needs of young people and we hope this leaflet will provide some useful advice and information when working with young people at Little Hill Primary School.

### Security of Students, Staff, Volunteers and Visitors

All members of staff will wear Little Hill Photo identity badges with red school lanyards at all times. All staff should sign in and out.

Visitors should report to Reception on arrival and sign the Visitors' Book, showing proof of identity/Disclosure and Barring Service Enhanced Certificate (DBS Certificate) if appropriate. All visitors will be issued with a badge on an appropriate lanyard, which identifies who they are. (White badge for regular visitors with DBS Certificate, yellow for all others) which should be worn and visible at all times.

### What are my responsibilities?

All those who come into contact with young people through their everyday work, whether paid or voluntary, have a duty to safeguard and promote the welfare of young people.

### Enhanced Disclosures

All staff and regular volunteers will require a Disclosure and Barring Service Enhanced Certificate. This is to help ensure that unsuitable people are prevented from working with young people. If you do not have a Disclosure and Barring Service Enhanced Certificate, you are not allowed to work unsupervised with young people. This is for the protection of both the volunteer and young person.

If a DBS certificate is required, the Administration Assistant - Miss Warner, will be able to provide advice on how to complete the application form and also advise which documentation is necessary for you to provide for the check to be completed.

### Little Hill has a Child Protection and Safeguarding Policy.

All applicants for vacancies receive a copy of the Policy in their on-line application pack, and it is also included in Staff Guidance documentation available via the Little Hill website. Further copies are available from Miss Warner.

### What should I do if I am worried about a student?

If you become concerned about:

- comments made by a student
- marks or bruising on a student
- changes in the student's behaviour or demeanour

Please report these concerns to a Senior Designated Person for Safeguarding (SDP). These are the Head, Deputy, Assistant Head and Inclusion Manager.

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

Although the likelihood of this is small, it is important to know what to do in such an eventuality, as young people rarely lie about such matters:

- Listen to what is being said without displaying shock or disbelief; accept what is being said
- Allow the student to talk freely
- Reassure the student, but do not make promises that might not be possible to keep
- Do not promise confidentiality but explain to the pupil that you have to tell the SDP in order that they can help him/her
- Do not interrogate the pupil or ask leading questions
- Reassure the student that it is not their fault
- Stress that it was the right thing to tell
- Listen rather than ask direct questions
- Do not criticise the alleged perpetrator

Immediately record details of the disclosure, including whenever possible the exact words or phrases used by the student, and give this information to a SDP to enable the matter to be dealt with in the most appropriate way. Please ensure you sign and date the record.

### Keep the matter confidential.

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

You should report such allegations to the Headteacher.

### What should I do if the alleged abuser is the Headteacher?

You should report such allegations to the Senior Designated Person for Safeguarding who is the Chair of Governors.

### How do I assure that my behaviour is always appropriate?

- Ensure that all information about children and their families is not disclosed or talked about.
- Maintain a professional approach towards pupils wherever and whenever you are in contact with them. Always be careful about physical intervention, intimate care and first aid and follow guidelines at all times.
- Do not offer lifts to children outside agreed requirements.
- Do not receive gifts other than tokens of appreciation and do not give gifts unless as part of an agreed reward system or to all children equally.
- Avoid as far as possible being alone and isolated with a pupil. If you are working with a student on his/her own always ensure that the door is left open or that you can be visible to others.
- Social contacts outside school should only happen if it is agreed with Senior staff and parents.
- Be mindful of situations where a pupil or parent becomes dependent on you for support outside of your role. If this happens discuss it promptly with a senior member of staff.
- Facebook and similar social networking sites: as a professional who works with young people, you need to take extra care to ensure that you don't inadvertently make your personal information available to the young people or parents of young people that you work with. This could leave you open to false allegations, misinterpretation, or the possibility of cyberbullying.
- Do not take or keep photos on personal equipment. All photography remains the property of the school.

### Remember you are in a position of trust.

Please help us to safeguard the young people in our care by following these guidelines.