



### **Safeguarding Statement**

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. The Senior Designated Officer (SDO) is the Headteacher, Mrs Thompson. For a copy of the School's Child Protection and Safe guarding Policy please click on the policies link at the bottom of the page. The procedures contained in this policy apply to all staff and governors and are consistent with those of the Somerset Safeguarding Children Board (SSCB).

### **Report a concern**

If you are worried about a vulnerable child and would like help, please don't stay silent.

### **Children's Social Care on:**

**T: 0300 123 2224 or**

**E: [childrens @Somerset.gov.uk](mailto:childrens@Somerset.gov.uk)**

We are committed to safeguarding and meeting the needs of all our children.

Whole school Designated Safeguarding Lead:  
**Mrs H Thompson, Headteacher**

Deputy Designated Lead: **Mrs E Hewitt, Deputy Headteacher**

The School Governor with responsibility for safeguarding is **Mrs D Hood**

The Chair of Governors is **Kate Lovell**

Everyone has a responsibility to make sure that children are safe within our school.

### **PLEASE DO NOT:**

Decide to do nothing or leave our school without telling anyone.



**Please switch off all mobile devices including phones whilst you are in school.**

**Shepton Mallet Community  
Infants' School & Nursery**

## **SAFEGUARDING PROCEDURES**



**'Where Children Come First'**

Waterloo Road

Shepton Mallet

Somerset

BA4 5HE

01749 342322

[www.sheptonmalletinfants.co.uk](http://www.sheptonmalletinfants.co.uk)

### **DBS certificates**

All staff, including supply staff, regular visitors and volunteers are subject to Disclosure and Barring Service (DBS) certificates. This is to help ensure that unsuitable people are prevented from working with children. Advice about DBS certificates is available from the school office.

### **Please follow our Code of Behaviour:**

- Do treat everyone with respect
- Do provide an example you wish others to follow.
- Do remember that someone else might misinterpret your actions, no matter how well intentioned
- Do plan activities so that they may involve more than one person or at least are in sight or hearing of others.
- Do act as an appropriate role model. Do provide access for children and adults to feel comfortable enough to point out attitudes and behaviours they do not like, and try to provide a caring atmosphere.
- Do not jump to conclusions without checking facts.
- Do not permit abusive activities e.g. bullying, ridiculing.
- Do not play physical contact games, make inappropriate comments or have inappropriate banter with the children.
- Do not rely on your good name to protect you. It may not be enough. Do not believe it could not happen to you. **It could.**

### **Volunteers / Visitors Responsibility**

All those who come into contact with children through their everyday work whether paid or voluntary are responsible for their own actions and behaviour. You should avoid any contact which would lead any reasonable person to question your motivation and intention. At Shepton Mallet Infants' School & Nursery we all have a duty to safeguard and promote the welfare of our children.

### **IDENTITY BADGES**

All visitors within Shepton Mallet Infants' School & Nursery must either wear their visitors badge received from Reception or their company identity badge. Any adults without a badge will be challenged.

### **WORRIED ABOUT A CHILD**

Abuse (physical, sexual, emotional) or neglect can have a damaging effect on a child's health, education attainment and emotional well-being. Some changes in a child's behaviour may not necessarily indicate that a child is suffering abuse or neglect. In some cases those changes may be symptoms of a hidden disability, undiagnosed medical condition or changes in medication. If whilst working with a child you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in a child's behaviour

Please report these concerns to the class teacher who if they feel it is appropriate, will pass the information onto the school's Designated Safeguarding Co-ordinator

### **SAFE WORKING WITHIN OUR SCHOOL**

- Provide a good example and be a positive role-model by being respectful, fair and considerate to all.
- Treat all children equally never build a 'special relationship' or favour a particular child above all others.
- Ensure that when working with individual children, that the door is left open, or that you can be visible to others.
- Do not photograph children (unless requested by the school staff).
- Do not receive or give gifts unless arranged through school.
- Only touch children for professional reasons and when this is necessary and appropriate for the child's well being and safety.

### **Disclosure of abuse by a child:**

- Whilst this can be an alarming situation, it is important that you know what to do in such an eventuality and for you to be able to stay calm and controlled.
- Listen to what is being said without displaying shock or disbelief. Accept what is being said.
- Allow the child to talk freely, listen rather than ask direct questions.
- Re-assure the child, but do not make promises that might not be possible to keep.
- Do not promise confidentiality but explain to the child that you have to tell their teacher or Headteacher in order that you can help them.
- Do not interrogate the child or ask leading questions. Re-assure the child that it is not their fault.
- Stress that it was right to tell.
- Make them aware that their disclosure will be reported only to those that need to know and can help.
- Record details of the disclosure immediately, including wherever possible the exact words or phrases used by the child. Sign and date the record.
- Report your concerns and give your written record to the Designated Safeguarding Coordinator /Headteacher to enable the matter to be dealt with in the most appropriate way.
- Be aware of your own feelings about abuse and find someone you can share your feelings with once the procedures have been completed.

It is important to remember that the children's details and names must remain confidential and any discussion that you feel you need to undertake does not allow the child to be identified to anyone else.

### **ALLEGATIONS**

- Any allegations should be reported to the Headteacher.
- If the concerns are about the Headteacher, please inform the Chair of Governors.