

Holtsmere End Junior 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 the Senior Designated Person for Safeguarding,

Emma McGuigan, Acting Head Teacher



Holtsmere End Junior School
Shenley Road, Woodhall Farm, Hemel
Hempstead
Herts HP2 7JZ

Tel: 01442 253189 Fax: 01442 213695

CONTACTS

The Senior Designated Person for Safeguarding Children at Holtsmere End Junior School is:

Emma McGuigan, Acting Head Teacher

Her deputy is:

Paul Heskin, Acting Deputy Head Teacher

The Governor with Safeguarding responsibility is:

Judy Bayliss

Co-Chair of Governors:

Barbara Whitford

John Bracken

Relevant School Policies:

Safeguarding Children Policy



**Holtsmere End
Junior School**



**SAFEGUARDING ADVICE FOR
STAFF, VOLUNTEERS
AND VISITORS**



Safeguarding Advice for Staff, Volunteers and Visitors

Our aim is to provide a safe and secure environment for our children, 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 Holtsmere End Junior School.

Security of Children, Staff, Volunteers and Visitors

All members of staff will wear Holtsmere identity badges with blue lanyards at all times. All visitors should report to Reception on arrival and sign the Visitors' Book, showing proof of identity/Enhanced Disclosure Certificate (EDC) if appropriate. All visitors will be issued with a badge

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 an Enhanced Disclosure Certificate. This is to help ensure that unsuitable people are prevented from working with young people. If you do not have an Enhanced Disclosure Certificate, you are not allowed to work unsupervised with young people.

Externally obtained Enhanced Disclosure Certificates are no longer acceptable for newly appointed staff and voluntary helpers. You will be given an Enhanced Disclosure Application form before you start working/helping at Holtsmere by Mrs Perrin, School Secretary. She will 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.

Holtsmere End Junior School has a Safeguarding Children Policy. All applicants for vacancies receive a copy of the Policy in their application pack, and it is also included in the Staff Handbook. Further copies are available from Karen Perrin, School Secretary.

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

If you become concerned about:

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

please report these concerns to either the school's Senior Designated Person for Safeguarding (SDP) (Emma McGuigan) or her Deputy (Paul Heskin).

What should I do if a child 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 child to talk freely
- ◇ Reassure 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 the Senior Designated Person for Safeguarding or her Deputy in order that they can help him/her
- ◇ Do not interrogate the child or ask leading questions
- ◇ Reassure the child 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 child, and give this information to Emma McGuigan to enable the matter to be dealt with in the most appropriate way. Please ensure you sign and date the record.

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

You should report such allegations to the Head Teacher.

What should I do if the alleged abuser is the Head Teacher?

You should report such allegations to the Deputy Designated Person who will notify the Chair of Governors.

How do I assure that my behaviour is always appropriate?

- ◇ Maintain a professional approach towards children wherever and whenever you are in contact with them. Always be careful about touching children.
- ◇ Social contacts outside school should be kept to a minimum. It is risky to use the same social venues as children.
- ◇ **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.
- ◇ Avoid as far as possible being alone and isolated with a child. If you are working with a child on his/her own always ensure that the door is left open or that you can be visible to others. It is never acceptable for staff or volunteers to give lone pupils lifts in their cars.

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