



Please remember the following; children who are at risk of harm or neglect can sometimes be identified by the following:

- Verbal disclosure.
- 'Secret(s)' - Adults MUST share information that could indicate a child is being harmed/neglected.
- Information from concerned school friends or other pupils.
- Behaviour.
- Emotional well-being.
- Self-harm.
- Written school work.

It is of vital importance that you do not investigate any child protection concerns; if the issue is investigated further, it can not only cause implications for the child and potentially put them at further risk, but you could also be putting yourself at risk. Please report concerns to a member of our Safeguarding Team.

In the exceptional circumstances where you may have concerns about the conduct of a colleague, it is important that you observe the points in this leaflet and inform the Headteacher. If the concern is about the Headteacher, you may contact the Chair of Governors. You may also 'whistle blow' and refer to Social Care services or the police directly.

Skelton Primary School has a child protection policy to deal with concerns and it is not helpful to the child or anyone else involved if you delay or ignore a situation however difficult it may be. You will find the child protection procedures on the school website.

If you have concerns about a child outside of school hours, please telephone (01642) 130700.

This will take you to Multi Agency Children's Hub to report concerns or dial 999.

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Safeguarding & Child Protection at Skelton Primary School

This information leaflet is for all adults who come into contact with our children at Skelton Primary School.

All adults have a duty of care towards the welfare of children and are responsible for:

- **Health & safety**
- **First aid (first aiders are identified onsite)**
- **General well being**
- **Children protection**

This information is designed to help everyone involved to understand the importance of working safely with children.

KEEPING OUR CHILDREN SAFE

Staff can keep children safe by always acting in a professional manner:

- Always follow the school's ID security procedures as appropriate.
- Avoid being alone in any situation with a child as you both may be vulnerable.
- Never leave children alone unsupervised.
- Be polite, friendly and treat all equally. Avoid physical contact unless absolutely necessary when a child is injured and there is an emergency.
- Be aware of visitors seemingly having no business on the premises.

Monitor the areas you work in by:

- ⇒ *Being observant of children and adults working together.*
- ⇒ *Being aware of children who may be alone in the area.*
- ⇒ *Not accepting swearing, bullying or other inappropriate behaviours from the public.*
- ⇒ *Being alert to members of the public/ staff approaching taking photographs of children either alone or not seemingly related to them.*

Safeguarding Team



Sarah Walker
Deputy Designated Safeguard Lead



Tracy Hill
Deputy Designated Safeguard Lead



Andy Woolf
Designated Safeguard Lead



Charlotte Bonas
Deputy Designated Safeguard Lead EYFS



D. Leighton Designated
Safeguard Governor

HELPFUL TIPS

A child may talk to you about something which concerns them.

It is important to:

1. Always take what a child says seriously.
2. Listen but do not investigate.
3. Encourage the child to speak to their parents or carers (if appropriate).
4. Report factually to a member of the Safeguarding Team (listed to the left); recording the time and date and any concerns you may have. They will take responsibility to inform the relevant agencies without delay.

Fire Alarm activation

Please leave the building by the nearest fire exit (which are signposted) and proceed to the KS1 and 2 playground at the rear of the building. Await further instructions before re-entering the building.