



**We are committed to safeguarding  
and meeting the need of all our children**

**Designated Safeguarding Leads (DSLs):** *Mr Ian Toon and Miss Hayley Barnett*

**Head teacher:** *Mr Ian Toon*

**Chair of Governors:** *Mrs Sandie Williamson*

**Ab Kettleby Primary School Governor with responsibility for Safeguarding:**  
*Mrs Sandie Williamson*



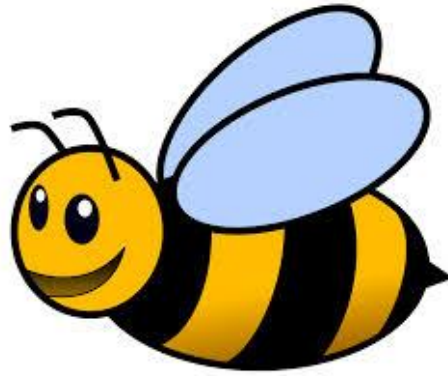
**Ab Kettleby Primary School  
Wartnaby Road  
Ab Kettleby  
Melton Mowbray  
Leicestershire  
LE14 3JJ**

**EVERYONE HAS A RESPONSIBILITY TO MAKE SURE THAT CHILDREN WITHIN AB KETTLEBY  
PRIMARY SCHOOL ARE SAFE  
PLEASE DO NOT DECIDE TO DO NOTHING OR LEAVE SCHOOL WITHOUT SHARING ANY CONCERNS  
WITH A DSL.**

AB KETTLEBY PRIMARY SCHOOL

# SAFEGUARDING PROCEDURES

September 2017 – July 2018



*Mr Ian Toon*  
*Head teacher*



*Miss Hayley Barnett*  
*Class 3 teacher*

**ALL VISITORS TO AB KETTLEBY PRIMARY SCHOOL MUST REPORT TO  
RECEPTION AND WEAR THEIR VISITOR ID AT ALL TIMES**



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

It is important to know what to do should a disclosure be made.

Please stay calm and follow this guidance:

- Listen to what is being said without displaying shock or disbelief
- Accept what is being said
- Allow the child to talk freely – listen to them
- Do not interrogate them or ask leading questions
- Reassure the child that it is not their fault
- Reassure the child that it is right to tell
- Reassure the child but do not make promises that might not be possible to keep
- Don't promise to keep it a secret. Explain to them that you have to tell someone in order that you can help them
- Make them aware that their disclosure will only be repeated to those that need to know and can help
- Record details of the disclosure on a 'Disclosure/ Concern form' immediately afterwards, including exact words or phrases used
- Report your concerns and give your written record to one of the DSLs

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

## **Safe working within Ab Kettleby Primary School**

Provide a good example and be a positive role model by being respectful, fair and considerate to all

Treat all children equally

Ensure that when working with individual children that you can be visible to others

Do not photograph children or exchange contact details

Do not receive or give gifts unless arranged through school

Only touch children for professional reasons and when this is necessary for the child's wellbeing and safety

## **Further information regarding safeguarding at Ab Kettleby School**

All staff, including supply staff, regular visitors and volunteers should familiarise themselves with '*Safeguarding & Child Protection Policy 2016-2017*' (Mowbray Education Trust) as this policy is reviewed every year and agreed by the local governing body of Ab Kettleby Primary School. This document outlines our commitment and roles and responsibilities within Ab Kettleby Primary School.

Further information regarding '*Keeping Children Safe in Education – September 2016*' (Statutory guidance for schools and colleges) is available on request from the school office where a copy of both documents are available. Please also refer to the schools website for an electronic version of the safeguarding & child protection policy.

## **Allegations**

Any allegations should be reported to the Head teacher or other DSL.

If the concerns are about the Head teacher, please inform the Chair of Governors.

## **Volunteers and visitors' responsibilities (as well as Ab Kettleby staff)**

All adults 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 with children which would lead any reasonable person to question your motivation and intention.

At Ab Kettleby Primary School we have a duty to safeguard and promote the welfare of our children.

### **Please follow our code of conduct:**

- Be kind & helpful
- Always show respect for other people and their property
- Keep hands, feet and unkind words to yourself
- Respect people's rights to teach and learn
- Help people to feel safe and happy at school
- Don't say no, have a go!
- Always try your best
- Be polite and be proud of your achievements
- Listen carefully and aim high

### **DBS (Disclosure and Barring Service) certificates**

All staff, including supply staff, regular visitors and volunteers are subject to DBS checks. This is to help ensure that unsuitable people are prevented from working with children. Advice about DBS certificates is available from the school office with further information available on the noticeboard.

### **Screening document**

Infrequent visitors will be asked to read this booklet and sign to agree to comply with our Child Protection Procedures and to follow the Code of expectations (above).

### **Worried about a child?**

Abuse (physical, sexual, emotional or neglect) can have a damaging effect on a child's health, education and emotional well-being. 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 fill in a 'Disclosure/ Concern form' and report to a DSL (Designated Safeguarding Lead) on the front cover of this booklet.