

There may be occasions when you have cause for concern either about marks or bruises, or about the way a child is displaying themselves. If you have any of these concerns, you must pass the information on to one of the designated safeguarding leads.

It is important that you do not feel afraid about passing on your concerns. The information that has been shared with you or what you see or hear through your own observations may be a small part of a larger jigsaw and it may help to get a better understanding of what is happening to a child.

If a disclosure is serious and the pupil is possibly in immediate danger (i.e. if a concern is raised when a child is about to go home), it is the duty of all staff, visitors and volunteers to inform a DSL **immediately**. This should be a verbal referral. Once this has been done you must record the concern on the safeguarding form on the back of this leaflet. All matters of safeguarding are **confidential** and should only be disclosed to other staff on a need to know basis.

#### **ALLEGATIONS AGAINST STAFF, VISITORS AND VOLUNTEERS**

If an allegation is made against a member of staff, visitor or volunteer, it must be immediately reported to the Headteacher, Kathie Wade, or in her absence to one of the other DSLs. If the allegation is against the Headteacher it must be reported to the Chair of Governors, Mrs Bijal Stapleford. In all cases, the Local Authority Designated Officer (LADO) must be informed.

#### **Safeguarding Record**

Name

Date

Time

Record of concern:

Signature:



Coleman Primary School

**SAFEGUARDING**

**INFORMATION FOR VISITORS AND  
VOLUNTEERS**

**OUR DESIGNATED SAFEGUARDING  
LEADS (DSLs) ARE:**

**Kathie Wade (Headteacher)**

**Tom Smith (Deputy Headteacher)**

**Wendy Smith (Assistant headteacher/  
Lead DSL)**

**Katie Baker (business manager)**

**Nick Lowe (UKS2 phase leader)**

Please ensure you have read this leaflet and are familiar with the safeguarding procedures for our school.

This leaflet has been created in consultation with KCSIE 2023

#### ***Contact information***

Tel: 0116 2490109



## Safeguarding

As a visitor or volunteer, it is important that you are aware of the Safeguarding procedures at Coleman Primary School.

It is possible that you will be approached by a child who wants to talk to you about something that is happening to them. If this happens, you must do the following:

- **Listen to the child-do not let the moment pass**
- **Do not show revulsion or distress, however alarmed you may be**
- **Stay calm and controlled**
- **Do not ask leading questions**
- **Do not ask the child to write anything down**
- **Do not tell the child you will keep the information confidential**

Record what the child has said using the child's words on the form on the back of this leaflet or on a safeguarding form from the office and pass to a DSL. Ask at Reception if you are unsure where to locate a DSL.

## **YOUNG PEOPLE CAN BE ABUSED IN A**

### **NUMBER OF WAYS:**

#### **PHYSICAL ABUSE:**

Physical abuse is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts

#### **DOMESTIC ABUSE:**

Witnessing and/or being subject to domestic abuse makes a child a victim of domestic abuse.

#### **SEXUAL ABUSE:**

A child is sexually abused when they are forced or persuaded to take part in sexual activities. This does not have to mean physical contact and can happen online. This can include child on child abuse, including sexual violence and /or harassment

#### **EMOTIONAL ABUSE:**

Children who are emotionally abused suffer emotional maltreatment or neglect. It is sometimes called psychological abuse and can cause children serious harm.

#### **FEMALE GENITAL MUTILIATION (FGM)**

Female genital mutilation is the partial or total removal of external female genitalia for non-medical reasons

#### **NEGLECT:**

Neglect is the ongoing failure to meet a child's basic needs. It is dangerous and children can suffer serious and long-term harm

As a visitor or volunteer, you have a responsibility to care for your own and other's health and safety. Please report any concerns to the school office.

### **ENTRY/EXIT FROM SCHOOL**

All visitors/volunteers must report to the main reception and sign in and out on the digital system. Whilst on site, all members of staff, visitors and volunteers must wear an ID badge at all times.

Safeguarding and child protection is a priority for all who work at and visit Coleman Primary School.

The school operates a policy of preventing unsupervised access to children by those who have not undertaken enhanced DBS checks.

Adults visiting the site for meetings do not require a DBS check but will be accompanied at all times and must not approach or speak to a child without a member of staff present.

### **PLEASE NOTE**

First aid is available

All relevant policies are available on the school website ([www.colemanprimary.co.uk](http://www.colemanprimary.co.uk))

If the fire alarm sounds, please follow instructions from a member of staff and report to the designated assembly point as instructed.

Do not take any photographs without permission from a member of staff

Do not post and photographs or videos of the school or children

Smoking is not permitted anywhere on the school site

Mobile phones must be switched off and out of sight. They must not be used in any space where children are present.