

Responding to a Child's Disclosure: Essential Steps

While encountering a disclosure from a child can be distressing, it is crucial to remain calm and composed. Follow these steps to ensure the child feels supported:

1. **Listen Attentively:** Pay close attention to what the child is saying without showing shock or disbelief.
2. **Accept the Disclosure:** Acknowledge the child's words without questioning their validity.
3. **Encourage Open Communication:** Allow the child to express themselves freely. Listen actively without asking direct questions.
4. **Provide Reassurance:** Comfort the child, but avoid making promises that you may not be able to keep.
5. **Clarify Confidentiality:** Inform the child that you cannot guarantee confidentiality and that you will need to share their disclosure with their teacher or Headteacher to provide the necessary support. Explain that their disclosure will only be shared with individuals who need to know in order to help.
6. **Avoid Interrogation:** Do not interrogate the child or ask leading questions; simply listen.
7. **Reassure the Child:** Emphasise that the situation is not their fault and that it was right to come forward.
8. **Document the Disclosure:** Immediately record the details of the disclosure, including the exact words or phrases used by the child. Ensure that the record is signed and dated.
9. **Report Concerns:** Share your written record with the Designated Safeguarding Lead (DSL) to ensure the matter is addressed appropriately.
10. **Seek Support:** Be mindful of your own feelings regarding abuse. After following the procedures, find someone to talk to about your emotions.
11. **Maintain Confidentiality:** Remember that the child's details and identity must remain confidential. Any discussions regarding the case should not reveal the child's identity to others.

By adhering to these steps, you can provide the necessary support to the child while ensuring that the situation is handled appropriately and sensitively.

Fire Safety

In the event that the fire alarm sounds during your visit, please follow these instructions:

- **Evacuate Immediately:** Leave the building via the nearest exit.
- **Assemble:** Proceed to the school playground and assemble there.
- **Do Not Collect Belongings:** Leave all personal items behind.
- **Do Not Run:** Maintain a calm and orderly pace while exiting.
- **Await the All-Clear:** Do not re-enter the building until you are given explicit permission to do so.
- **Accompany Pupils:** If you are working with children, ensure they exit with you and re-join their class at the assembly point.

Accident & Illness

If you experience an accident or feel unwell during your visit, please report it immediately to a member of staff, who will notify a member of the Senior Leadership Team.

Conduct of Adults

If you have any concerns regarding the conduct of a member of staff, student, or volunteer within our school, please report this immediately to the Headteacher.

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

CEO: Mrs Kirsty Tennyson
Headteacher: Mrs Laura Rynn
Chair of School Committee: Mrs Rachel Pickles
St Ann's Church of England Primary School
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Welcome to St Ann's Church of England Primary School



Together, we aim high: with God's love, we can fly.

Safeguarding Information for Visitors

Article 19 UNCRC: All children should be protected from violence, abuse and neglect

Safeguarding is everyone's responsibility

This leaflet has been issued to you so that understand what is expected of you during your visit. Please seek advice if you are unclear about any of the contents.

Designated Safeguarding Leads

		
Mrs Laura Rynn Headteacher Designated Safeguarding Lead	Mrs Laura Crowther Family Support Worker Deputy Designated Safeguarding Lead	
		
Mrs Emma Preston Assistant Headteacher Deputy Designated Safeguarding Lead	Mrs Yvonne Hartley Deputy Headteacher Deputy Designated Safeguarding Lead	Miss Charlotte Foster Assistant Headteacher Deputy Designated Safeguarding Lead

If you are worried about the safety of any child in our school or have any health & safety concerns you must report your concern to a Safeguarding Lead.

Code Of Conduct for Visitors at St Ann's Church of England Primary School

At St Ann's Church of England Primary School, we recognise that everyone who interacts with children, whether in a paid or voluntary capacity, holds a significant responsibility for their actions and behaviour. We are committed to safeguarding and promoting the welfare of all children.

Key Principles

1. **Respect for All:** Treat everyone with courtesy, care, and respect.
2. **Lead by Example:** Model the behaviour you expect from children; your actions set the standard.
3. **Be Mindful of Perception:** Recognise that actions can be misinterpreted regardless of intent.
4. **Maintain Visibility:** Keep one-to-one interactions observable by others; do not be alone with a child.
5. **Respect Privacy:** Protect each child's right to personal privacy.
6. **Encourage Open Communication:** Foster an environment where concerns about behaviour or attitudes can be safely raised.
7. **Verify Before Concluding:** Avoid making assumptions without checking the facts.
8. **Prevent Abusive Behaviour:** Do not tolerate bullying, ridicule, discrimination, or any form of abuse.
9. **Avoid Physical Contact Games:** Refrain from games that involve physical contact.
10. **Maintain Professional Boundaries:** Avoid inappropriate comments, gestures, or jokes.
11. **Acknowledge Accountability:** Do not rely on reputation alone; inappropriate situations can affect anyone.
12. **Treat All Children Equally:** Ensure every child feels valued; avoid favouritism or "special relationships."
13. **Gifts:** Do not give or receive gifts unless explicitly permitted by school policy.
14. **Physical Contact:** Only use physical contact when necessary for safety or wellbeing, and ensure it is appropriate.
15. **Photography:** Do not take photos of children unless instructed by the class teacher and using school equipment.
16. **Communication Boundaries:** Do not share personal contact details or connect with children on social media; keep all communication professional.

By adhering to this Code of Conduct, we collectively contribute to a safe and supportive environment for all children at St Ann's. Your commitment to these principles is essential in fostering a culture of respect and care within our school community.

Visitor Guidelines for St Ann's Church of England Primary School

DO:

1. **Wear Identification:** Always wear your visitor badge visibly while on school premises.
2. **Sign In and Out:** Sign in upon arrival and sign out when leaving, returning your ID badge to the office.
3. **Familiarise Yourself with Safety Procedures:** Review our fire procedures, located in the Health & Safety folder.
4. **Emergency Exits:** In case of an emergency, exit the building via the nearest exit.
5. **Dress Appropriately:** Wear suitable attire. Avoid low-cut tops, short skirts, jeans, and ripped clothing.
6. **Know First Aid Contacts:** Familiarise yourself with our first aiders (information in Health & Safety folders). If a child requires first aid, refer them to a first aider.
7. **Addressing Illness:** If a child becomes unwell, promptly refer them to their class teacher.
8. **Report Disclosures:** Report any disclosures made by children to a Designated Safeguarding Lead (DSL).
9. **Health & Safety Concerns:** Alert a staff member if you have any concerns regarding health & safety or safeguarding.
10. **Personal Safety:** Be aware of your surroundings and report anyone acting suspiciously.
11. **Secure Premises:** Ensure all external doors and gates remain closed and locked at all times.
12. **Adhere to Policies:** Follow all school policies diligently. If in doubt, consult a staff member.
13. **Expect Challenge:** Understand that school staff may politely challenge you if they believe you are not adhering to health & safety or safeguarding procedures.

DO NOT:

1. **Be Alone with a Child:** Never be left alone with a child.
2. **Use Tobacco Products:** Smoking or vaping on the premises is strictly prohibited.
3. **Open Doors to Visitors:** Do not open the door to visitors; alert a staff member instead.
4. **Share Security Codes:** Never share door security codes with anyone.
5. **Consume Hot Drinks:** Do not drink hot beverages in the presence of children.

These guidelines are designed to ensure the safety and well-being of all children and staff at St Ann's Church of England Primary School. Thank you for your cooperation!

Worried About a Child?

Understanding the Impact of Abuse and Neglect on Children

Abuse—whether physical, sexual, or emotional—and neglect can profoundly affect a child's health, educational attainment, and emotional well-being. It is important to note that changes in a child's behaviour do not always signify that they are experiencing abuse or neglect. In some instances, these changes may stem from hidden disabilities, undiagnosed medical conditions, or adjustments in medication.

If you notice any of the following concerning signs while working with a child, please take the appropriate steps:

*Comments made by the child that raise concerns
Marks or bruising on the child's body
Significant changes in the child's behaviour*

In such cases, it is essential to report your concerns to the class teacher, who will then relay the information to the school's Designated Safeguarding Lead (DSL) for further investigation and support.

DBS Checks

All staff, including supply staff, regular visitors, and volunteers, are required to undergo Disclosure and Barring Service (DBS) checks. This process is essential to ensure that unsuitable individuals are prevented from working with children.

Confidentiality

Confidential or personal information regarding any pupil or family must never be discussed outside of school, whether in person or online. Information will only be shared on a need-to-know basis.

Allegations

Any allegations should be reported to the Headteacher:
Mrs Laura Rynn.

If the concerns are about the Headteacher these should be reported to the CEO Mrs Kirsty Tennyson and the Chair of School Committee: Mrs Rachel Pickles.