

INTRODUCTION

Everyone at Warren Road works together to ensure that children and young people are kept safe by:

- Providing a safe environment for children to learn
- Identifying children who are suffering or likely to suffer harm, and take appropriate action with the aim of making sure they are kept safe both at home and at school

Whether you are a teacher, member of support staff, visitor or volunteer, we ask that you adhere to our policies and procedures whilst you are at our school.

Safeguarding is everyone's responsibility.

Keeping Children Safe

The School operates a policy of restricting unsupervised access to students to those adults who have been correctly vetted. All adults who work regularly with our young people must undertake an Enhanced Disclosure and Barring Service check which must be completed before you commence working with the children.

Adults visiting the site for meetings will be accompanied throughout their visit and do not need to be checked. They must sign in and out at Reception and wear a visitors badge at all times.

Any unidentified adult in the school should be reported to reception immediately.

First Aid

If you encounter a child with any medical concerns, or who seems ill, they should be referred to the school office where a qualified first aider can assess them.

In case of an accident or emergency, please contact the school office and a first aider will be sent.

Health and Safety

The School is regularly checked to ensure that the facilities are safe for the children, staff and visitors. However, you have a responsibility to ensure that your actions do not endanger children in the school.

Please ensure that you follow all instructions whilst on the school site. Do not operate machinery for which you are not trained.

Educational visits

The School operates under the system for approving educational visits.

Full details can be obtained from Richard Edmonds, the Educational Visits Co-Ordinator.

E-Safety

Children are encouraged to use technology and recognise the value it plays. Children are encouraged to manage the **risk** using technology poses, take **responsibility** for the things they do online and understand the potentially damaging impact it may have for their **reputation**. Further guidance is detailed in the schools E-Safety Policy and Mobile Phone Policy. Please note pictures of the children should not be taken by visitors. Visitors should not use mobile phones whilst in school.



Warren Road

Primary School

EXCELLENCE FOR ALL

Safeguarding and Child Protection Summary Information

Further information can be accessed on the school website, www.warrenroadprimary.co.uk or at the main reception desk. Please see the Safeguarding Policy for more information.

Spring 2017

What to do if you have a concern:

If you think a child or young person at Warren Road Primary School is in need because they are suffering or likely to suffer significant harm, you **MUST** do the following.

1. Record what you have seen or been told on the concerns form available from Mrs McCracken.
2. Don't make assumptions – keep an open mind.
3. Don't ask any leading questions and don't cross-examine the child. Only ask simple and open questions – Who? What? Where? When? etc.
4. Don't physically examine the child.
5. **NEVER** promise to keep "secrets". Explain that you can listen to them, but make it clear that if you perceive that they are in any danger of harm then you will have to seek advice because you have a duty to protect children and young people. Reassure them that they can be helped and kept safe.
6. Maintain confidentiality for the child or young person. It is vital that you never ring home or contact Children's Social Care services yourself – that is the role of the Designated Person.

7. Be discreet – do or say nothing that may place The child or yourself at risk.

9. Act quickly and share the information with your Designated or Deputy Designated Persons for Safeguarding at Warren Road Primary School.

They are:

Designated Person:
Richard Edmonds-Headteacher

Deputy Designated Person:
Ellen McCracken-PA to Headteacher

If neither of the Designated persons are available, please see Jo Waterman (EYFS/KS1 Deputy) or Tara Fletcher (KS2 Deputy).

If the disclosure or your concern relates to a member of staff or any other adult, this must be shared with the Headteacher or Deputy Designated Person.

If the concern is about the Headteacher, this must be shared with Vathana Sackett, Chair of Governors who can be contacted at the school on 01689 853798.

If you have any questions about safeguarding please see the Headteacher or Deputy Designated person. We always value your feedback.

Some other contacts and links which may be useful:

www.bromley.gov.uk

Information about the local authority and its role

<https://ceop.police.uk/safetycentre-centre/>

Information about staying safe online

<https://www.childline.org.uk>

Information about child protection

You can contact the school on:
office@warrenroad.bromley.sch.uk

Telephone: 01689 853798