

Safe working at Hudson Primary School

- Provide a good example and be a positive role model.
- Treat all children equally, never build a special relationship or favour a particular child above others.
- Ensure when working with individual children that you are visible to others.
- Do not photograph children (unless express permission has been sought and granted) or exchange any personal information.
- Do not receive or give gifts unless arranged through school.
- Consider how you touch children as this should be for professional reasons only and when this is necessary and appropriate for the child's well-being and safety.

Allegations

- Any allegation should be reported immediately to the head teacher.
- If the concerns are about the Head teacher, please inform the Chair of Governors or any other nominated safeguarding teacher/governor.

At Hudson Primary School
we are committed to
safeguarding and promoting
the welfare of children.
**We expect everyone to
share this commitment.**

Safeguarding leaders:

Niki Craddock & Kelly Herron

Deputy Safeguarding leaders:

Kerri McNally & Jesse Roberts

Safeguarding Governor:

Daniel Garside

EYFS Leaders:

Emma Kelly & Jennifer Chapman

Everyone has a responsibility to make sure
that children within Hudson Primary are
safe, as Every Child Matters.

PLEASE DO NOT LEAVE THE SITE
WITHOUT REPORTING A CONCERN
YOU MAY HAVE

PLEASE DO NOT USE YOUR MOBILE
PHONE ON SITE OR TAKE A MILE
PHONE INTO THE EYFS



Everyone, Experiences Excellence

SAFEGUARDING PROCEDURES

Headteacher:

Niki Craddock

Deputy head teacher:

Kerri McNally

Assistant head
teacher:

Jesse Roberts

Family Services
Manager:

Kelly Herron

Chair of Governors:

Daniel Garside

Volunteers/Visitors responsibilities

Everyone who comes into contact with children whether paid or voluntary are responsible for their own actions and behavior. You should avoid any contact which would lead any reasonable person to question your motivation and intention.

At Hudson we all have a duty to safeguard and promote the welfare of all our children.

Please follow our Conduct Code

- Do treat everyone with respect
- Do provide an example you wish others to follow
- Do remember that someone else may misinterpret your actions however well intentioned
- Do plan activities so that they may involve more than one person or at least in the sight of others
- Do respect a child's right to personal privacy
- Do act as an appropriate role model
- Do allow children the facility to identify behavior they feel uncomfortable with
- Do not jump to conclusions without checking facts
- Do not permit abusive activities e.g. bullying, ridiculing
- Do not play physical games, make inappropriate comments or have inappropriate banter with children
- Do not make suggestive remarks, gestures or tell sexist, racist or homophobic jokes
- Do not believe it could not happen to you...it could!

DBS Certificates

All staff, including supply staff, regular visitors volunteers and governors are subject to a Disclosure and Barring Service (DBS) checks. This is to prevent unsuitable people from working with children. DBS forms and advice are available from the school office.

Arrival at School...

All visitors must report to the main school reception, they will be asked to sign in electronically to the visitor's register and must produce photographic identification. All visitors will be given a school visitors' badge which must be worn at all times when on the school premises. Any adults without a badge will be

Worried about a child...

Abuse (physical, sexual, emotional) or neglect can have a damaging effect upon a child's health, education, attainment and emotional wellbeing. Changes in a child's behavior may not necessarily indicate a child is suffering abuse or neglect. However, if whilst working with a child you become concerned, please report these concerns to the class teacher immediately, they will pass these concerns on to a **Designated Safeguarding Leader**

Disclosure of abuse

While it can be an alarming situation it is important to know what to do, stay calm and controlled.

Listen to what is said without showing shock or disbelief. Accept what is being said.

Allow the child to talk freely and listen.

Do not ask leading questions or interrogate.

Reassure that it is not their fault.

Stress that talking was the right thing to do.

Explain that you will talk to their teacher/Headteacher so that they can help.

Record details immediately - attempt to use the exact words or phrases used by the child; sign and date these.

Immediately report your concerns and give any written information to the safeguarding officer (headteacher/Centre manager).

Be aware of your feelings about abuse and find someone to share your feelings with.

It is important to remember that children's details must remain confidential and any discussion must not allow the child to be identified by others.