

What should I do if I have an allegation against a member of staff?

You should report such allegations to Sebastian Gray or in his absence Jo Ball.

What should I do if I have an allegation against the Headteacher?

You should report such allegations to Mike Dobner, Safeguarding Governor at chair@lhaines.herts.sch.uk

How should I ensure that my behaviour is always appropriate?

- Staff maintain a professional approach towards children wherever and whenever you are in contact with them either in school or online
- Ensure to exercise caution when accessing social media.
- Avoid as far as possible being alone or isolated with a child. In school. If you are working with a child on their own always ensure that the door is left open or you are visible to others.
- Mobile phones may be used to take or share photographs/stills or video footage of students, for purposes authorised by the school. All images taken must be downloaded and erased from the phone before leaving the premises or once they have been shared on the appropriate platforms.
- Where staff have access to confidential information about children or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the child.

Important contact details

Designated Senior Person for Child Protection

Sebastian Gray—Headteacher

head@lhaines.herts.sch.uk

Deputy designated Senior Persons for Child Protection

Nicola Furey—PST Leader

nicolafurey@lhaines.herts.sch.uk

Jo Ball—Assistant Head

joball@lhaines.herts.sch.uk

Verity Annison—EYFS Leader

verityannison@lhaines.herts.sch.uk

Would you know what to do?



Safeguarding Children During School Closure

Guidance for staff, parents and carers

We can all play a part in keeping the **children safe** whilst being at home, working offsite or onsite at Laurance Haines . This is whether you are directly employed by the school, or a parent or carer

The child protection policy & Coronavirus update is available on our website.



Sebastian Gray
Headteacher




Nicola Furey
PST Leader



Jo Ball
Assistant Head



Verity Annison
EYFS Leader



Our aim is to continue to provide a safe and secure environment for our children, staff, parents and carers whether in school or at home. We are committed to safeguarding and meeting the needs of young people during the coronavirus crisis and we hope this leaflet will provide some useful advice and information.

Working onsite at Laurance Haines School:

- All members of staff wear photo identity badges
- All concerns are reported to the DSP onsite or to the DSP on call at home
- Log concern on CPOMS

Core responsibilities

- All those who come into contact with children through their everyday work have a duty to safeguard and promote the welfare of the children.

Working Offsite During the Coronavirus Crisis

- Staff to monitor and report any concerns to a DSP via phone or email
- Log concern on CPOMS

Core responsibilities

- All home working staff to monitor interactions of children through online media such as blogs, twitter and email and phone calls home and report concerns

Parents and carers

- If you have a concern about a child during the coronavirus period, please report this to a Laurance Haines Designated Safeguarding Person or to Children's Services by calling 0300 123 4043
- If in immediate danger, please call 999 immediately



What should I do if I am worried about a child?

If you become concerned about

- Comments made by a child online or on the telephone
- Changes in the child's behaviour or demeanour online

Please report these concerns to any of the designated people for children protection.

What should I do if a child discloses that he/she is being harmed?

Although the likelihood of this is small it is important to know what to do in such an eventuality.

- Listen to what is being said without showing horror or disbelief.
- Allow the child to talk freely.
- Reassure the child but do not make promises that might not be able to be kept.
- Do not promise confidentiality but explain to the child that you have to tell the DSP in order to ensure that they are kept safe.
- Do not interrogate the child or ask leading questions.
- Reassure the child that it is not their fault.
- Stress that it is the right thing to tell an adult.
- Do not criticise the alleged perpetrator.

Immediately record details of the disclosure including wherever possible the exact word or phrases used by the child and entered this information directly into CPOMS, if unavailable or you do not have access to this system report this immediately to the DSP on duty.