

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 Head teacher?

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

How should I ensure that my behaviour is always appropriate?

- Maintain a professional approach towards children wherever and whenever you are in contact with them.
- Ensure to exercise caution when accessing social media.
- Avoid as far as possible being alone or isolated with a child. 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 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.
- 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

Sebastian Gray: head@lhaines.herts.sch.uk

Nicola Furey: nicolafurey@lhaines.herts.sch.uk

Jo Ball: joball@lhaines.herts.sch.uk

Yasmin Rose: yasaminrose@lhaines.herts.sch.uk



Would you know what to do?

Safeguarding Children

Guidance for staff and adults visiting or working at Laurance Haines School

Adults visiting or working at Laurance Haines play an important part in the life of the school.

We can all play a part in keeping the **children safe** whilst working on or visiting Laurance Haines school site. This is whether you are directly employed by the school, or working as a contractor or sub-contractor.

The child protection policy is available on our website.



Yasmin Rose
EYFS Leader



Nicola Furey
PST Leader



Jo Ball
Assistant
Headteacher



Sebastian Gray
Headteacher

Our aim is to provide a safe and secure environment for our children, staff, volunteers and visitors. We are committed to safeguarding and meeting the needs of young people and we hope this leaflet will provide some useful advice and information when working with the children at Laurance Haines.

On arrival to Laurance Haines School:

- All members of staff wear photo identity badges.
- All visitors should report to reception upon arrival and sign in, showing proof of identity and DBS certificate if appropriate.
- All visitors will be issued with a badge and this must be worn and visible at all times.

Core responsibilities

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

No contractor should be alone with a child at any time.

Please ensure you seek a member of staff if you find yourself in this situation.

Designated Senior Person for Child Protection

Sebastian Gray
Headteacher

Deputy designated Senior Persons for Child Protection

Jo Ball — Assistant Headteacher
Nicola Furey — PST Leader
Yasmin Rose — EYFS Leader

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

If you become concerned about

- Comments made by a child
- Marks or bruising on a child
- Changes in the child's behaviour or demeanour

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

What should I do if a child discloses that they are 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.