



Child protection summary for all temporary staff, **contractors and volunteers**

As an adult working in this school you have a duty of care towards all pupils. This means that you should act at all times in a way that is consistent with their safety and welfare.

If you have a concern about a child, particularly if you think they may be suffering or at risk of suffering harm, it is your responsibility to share this information with the school Designated Safeguarding Lead - DSL (Ally Roberts) or Welfare Officer – WO (Sally Walker). If they are not available, then please discuss with Matt Johnson, Sara Petipher, Darran Cowell or Lizzie Shackelford (all of whom have been trained in the DSL role). Furthermore, every class teacher and the office staff have access to an Inter-Agency Referral Form and would be able to support you in reporting your concerns using this form.

The following is not an exhaustive list but you might become concerned as a result of:

- Seeing a physical injury which you believe to be non accidental
- Observing something in the appearance of a pupil which leads you to think that his/her needs are being neglected
- Witnessing behaviour which gives rise to concern
- A pupil telling you that he/she has been subjected to some form of abuse.

For any of these circumstances, then you should write down what you have observed or heard, date and sign the account and then give it to the DSL or WO as aforementioned.

If a pupil discloses any potential abuse, then you should:

- Listen carefully without interruption, particularly if he/she is freely recalling significant events
- Only ask sufficient questions to clarify what you have heard. You might not need to ask anything but, if you do, you must not 'lead' the child in any way. Only ask open questions.
- Make it clear that you are obliged to pass this information on but only to people who need to know.
- Tell the DSL or WO without delay
- Write an account of the conversation as soon as you are able (this must be the same day) then sign, date and pass to the DSL or WO

Do not ask the pupil to repeat what they have said to anyone else in the school, write a statement or inform parents. You are not expected to make a judgement as to whether the child is telling the truth.

If the behaviour of another adult in school causes concern, you should report it to the Headteacher (Matt Johnson). If you had concerns about the Headteacher then report it to the Chair of Governors via COG@copnorprimary.co.uk

Please also be aware that any member of staff or you is able to contact the Local Area Designated Officer (LADO) for Safeguarding if they were ever worried that concerns were not being addressed. Her name is Hayley Cowmeadow and her number is 023 9288 2500 and her email is lado@portsmouthcc.gov.uk

Remember- Share any concerns, do not keep them to yourself.

Use of mobile phones in school. Phones must be on silent and must not be on public display. If you need to make or receive a phone call, please discuss this with the office staff who will be able to provide somewhere for you to make/ take the call. You must **never use** your phone to take photographs of the children.

Additional areas to be considered due to coronavirus (COVID-19):

While masks are not mandatory in schools, we are asking that you wear one on the premises.

Parents/carers and other adults entering the school premises (beyond Reception)

- Visitors will read Government guidance and sign a register in the office;
- One of the members of the office staff will sign you in and out of the school;
- Please be aware of social-distancing and follow any signs and instructions as you travel around the school site;
- Sanitise your hands as you enter the building and as you leave the building;
- Sanitise/wash your hands as you move from one room into another;
- Keep 2 metres distance from the children and adults. Where this is not possible, try to keep at least 1 metre away;
- Avoid travelling around the school at busy periods of time: the starts and ends of days and during breaks.
- When you leave, please place your badge and lanyard in the box. The badge will be shredded. The lanyard will be sanitised, ready for the next visitor.

Due to coronavirus (COVID-19) we will not routinely provide visitors with a copy of this document. However, if you would like a copy please ask the office and we will provide you with one. Alternatively, you can find a copy on our website www.copnorprimary.co.uk under the policies section.

I confirm that I have read the above safeguarding information.

Date:

Print Name:

Signature:

