

Safeguarding Statement

The Swallowtail Federation is committed to safeguarding and promoting the welfare of children and requires all staff, parents, volunteers and visitors to share this commitment.

This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it please speak to any of the contacts named within. Please keep this leaflet safe and available to read at any time during your visit.

If you are concerned about the safety of any child in our school, YOU MUST report this to our designated Safeguarding Leads: Mrs Natalie Butcher and Ms Julie Wones or deputy designated leads Mrs Natalie Fiske and Miss Lucy Amis.

If you are concerned about the conduct of a member of staff or volunteer in our school, you must contact the Executive Head/Head of School unless it is about the Head Teacher then please contact our Chair of Governors, Shelia Watts or follow the schools whistle blowing policy.

Visitors Procedures

All visitors must sign in at the main reception.

- All visitors will be issued with an appropriate badge which must be displayed at all times whilst on site.
- Visitors will be asked to remain under the supervision of a designated member of staff.
- The use of mobile phones or any electronic device capable of taking an image is strictly prohibited within the schools and must be left at the school office.
- All visitors MUST sign out at the office and

return any passes before leaving the site.

- Visitors must not access designated staff areas (such as the staffroom) without being accompanied by a member of staff.
- If a visitor is leading an assembly, lesson or pupil discussion then a member of staff will remain present and may stop the session if they feel it is detrimental to the pupils' general well-being in terms of the Prevent Agenda or personal emotional care.

Safeguarding Staff and contact details:

Senior Designated Safeguarding Leads:

Mrs Natalie Butcher/ Ms Julie Wones.

Deputy Designated Safeguarding Lead:

Mrs Natalie Fiske/Miss Lucy Amis

Safeguarding Governor:

Mrs Angie Johnson

Chair of Governors:

Mrs Shelia Watts

School telephone numbers:

Catfield **01692 580568**, Sutton **01692 580608**,
Hickling **01692 598355**

E-mails:

office@catfield.norfolk.sch.uk,
office@sutton.norfolk.co.uk,,
office@hickling.norfolk.sch.uk

Head Teacher: head@catfield.norfolk.sch.uk



Swallowtail Federation of Schools Safeguarding Guide for Parents, Volunteers and Non-Educational Visitors

What Do I Do if I am Worried About a Child?

If you become concerned about:

- Something a pupil says
- Marks or bruising on a pupil
- Changes in a child's behaviour or demeanour

⇒ You must inform the Designated Safeguarding Lead.

⇒ If you feel that a child may be at risk of harm but are not sure then inform the Designated Safeguarding Lead immediately who will offer advice and take appropriate action.

⇒ Child abuse happens to all children regardless of gender, culture, religion, social background and those with or without a disability.

⇒ A copy of the school's safeguarding policy is located in the staff room or via the Head Teacher's office.

⇒ Sometimes a child may disclose information to you. If this happens then the following actions must take place.

What Do I Do if A Child Discloses They Are Being Harmed?

⇒ React calmly

⇒ Listen carefully to the child, particularly what is said spontaneously

⇒ Do not promise confidentiality. Explain to the child that you may need to pass on the information if you are worried about their safety.

⇒ You may clarify your concern using "tell, explain, describe or outline" but as soon as your concern is confirmed ask no further questions as further enquiries may be compromised.

Only trained investigators should question a child.

- Reassure the child that they have done the right thing

- Record carefully what the child says in their words including how and when the account was given. Date, time and sign the record. Pass this on to the Designated Member of Staff for Safeguarding immediately.

Types of Harm

Everybody has a responsibility to keep all children safe and this applies to both the home and school environment. Harm is identified in four ways:

Physical: This is when a child is deliberately hurt or injured.

Sexual: This is when a child is influenced or forced to take part in a sexual activity. This can be a physical activity or non-physical, e.g. being made to look at an inappropriate image.

Emotional: This is when a child is made to feel frightened, worthless or unloved. It can be shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence

Neglect: This is when a child is not being taken care of by their parents. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left home alone.

Staff Conduct

If you are concerned about the conduct of a member of staff following an observation or disclosure the following actions must take place:

- Immediately inform the Head Teacher
- In their absence, (or if it is Head Teacher's conduct) immediately inform the Chair of Governors or follow the schools whistle blowing policy.

Keeping Yourself Safe

- Be professional. Be careful how you interact with or speak to a child, the child may interpret it differently.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- Avoid being on your own with a child, always ensure that a door is open and that you are visible to others.
- It's best not to do anything for a child that he or she can do for him or herself.
- Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident, time and date it and pass it on to the Head Teacher.
- If you have concerns about the conduct of staff, it is your responsibility to inform the Head Teacher

Fire evacuation notice and health and safety

If the fire alarm sounds please leave the building by the nearest exit. The assembly point is the playground for all classes.

If you discover a fire, please operate the nearest Break-Glass unit.

If you are working with a child, take them with you to the nearest exit and on to the assembly point and report to a member of staff.

Thank you

Remember... if in doubt...please ask.