

Manor Way Primary Academy
SAFEGUARDING PROCEDURES
2022 – 2023

We are committed to safeguarding and meeting the needs of all our children.



Designated Safeguarding Lead:
Miss Lisa Buffery
Executive Headteacher

Deputy Safeguarding Lead:
Mrs Annabel Whitmore
Deputy Headteacher



Everyone has a responsibility to make sure that children within Manor Way Primary Academy are safe.

PLEASE DO NOT:

Decide to do nothing or leave our school without sharing any concerns

Volunteers' and Visitors' responsibilities

All those who come into contact with children through their everyday work whether paid or voluntary are responsible for their own actions and behaviour.

You should avoid any contact with children which would lead any reasonable person to question your motivation and intention.

At Manor Way Primary Academy we have a duty to safeguard and promote the welfare of our children.

On arrival

- Formal visitors representing the LA, businesses, contractors, outside agencies etc are required to present formal identification
- All visitors must report to the school office first – they must not enter the school via any other entrance
- All visitors must state the purpose of their visit and who has invited them or who they wish to see. They should be ready to produce formal identification
- All visitors are required to sign the Visitors Record Book which is kept in school office at all times
- **All visitors are required to wear an identification badge** (Red lanyards for visitors needing full supervision, blue for those who have a DBS)
- All visitors are given a copy of the safeguarding leaflet detailing information about emergency evacuations safeguarding procedures and protocol
- Visitors are escorted to their point of contact OR their point of contact will be asked to come to the school office to receive the visitor. The contact will then be responsible for them while they are on site, ensuring the appropriate level of supervision. In case of a fire evacuation, the point of contact must ensure the visitor leaves the buildings and assemble at the visitor assembly point.

On departure

- Visitors should leave via main school office
- Enter their departure time in the Visitors Record Book alongside their arrival entry
- **Return the identification badge and lanyard to the school office**

Please follow our Code of Behaviour 'The Manor Way'

- Do treat everyone with respect
- Do provide an example you wish others to follow.
- Do ensure that you are in sight or hearing of other people at all times, when interacting with our children.
- Do provide a caring atmosphere, and allow children and adults to feel comfortable to point out attitudes and behaviours that they do not like.
- Do respect a child's right to personal privacy
- Do not jump to conclusions without checking facts
- Do not permit abusive activities e.g. bullying/ridiculing
- Do not play physical contact games, make inappropriate comments or speak inappropriately with children
- Do not make suggestive remarks, gestures or make sexist, racist or homophobic comments.
- Do not use your mobile phones in school.

Safe Working within Manor Way Primary Academy

Provide a good example and be a positive role-model by being respectful, fair and considerate to all.

- Treat all children equally
- Ensure that when working with individual children that you can be visible to others
- Do not photograph children or exchange contact details.
- Do not receive or give gifts unless arranged through school
- Only touch children for professional reasons and when this is necessary for the child's wellbeing and safety.

DBS Certificates

All staff, including supply staff, regular visitors and volunteers are subject to Disclosure and Barring Services (DBS) certificates.

This is to help ensure that unsuitable people are prevented from working with children. Advice about DBS certificates is available from the school office.

Worried About A Child?

Abuse (physical, sexual, emotional) or neglect can have a damaging effect on a child's health, educational attainment and emotional well-being. If, whilst working with a child, you become concerned about:

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

Please report these to the class teacher or to one of our Safeguarding Leaders.

They may ask you to complete a 'Cause for Concern' form (pinned on the staffroom board).

Disclosure of abuse by a child:

It is important to know what to do should a disclosure be made. Please stay calm and controlled and follow this guidance:

- Listen to what is being said without displaying shock or disbelief.
- Accept what is being said.
- Allow the child to talk freely, listen to them.
- Do not interrogate the child or ask leading questions.
- Reassure the child that it is not their fault.
- Reassure the child that it is right to tell.
- Re-assure the child but do not make promises that might not be possible to keep.
- Do not promise confidentiality. Explain to the child that you have to tell their teacher or Headteacher in order that you can help them.

Make them aware that their disclosure will be reported only to those that need to know and can help.

Report your concerns and give your written record to one of the Designated Safeguarding Leaders or to the Headteacher. It is important to remember that children's details and names must remain confidential. Any discussion you feel you need to undertake does not allow the child to be identified to anyone else.

Allegations against adults working with pupils

Any allegations should be reported to the Executive Headteacher

If the concerns are about the Executive Headteacher, please inform the CEO of WAT, Miss D Haywood on 0121 602 7594.

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