



## Richard Durning's Endowed Primary School

At Richard Durning's Endowed Primary we are committed to safeguarding and promoting the welfare of children. We expect everyone to share this commitment.

### Safe working at Richard Durning's Endowed Primary School:

- \* Provide a good example and be a positive role model
- \* Treat all children equally, never build a special relationship or favour a particular child above others
- \* Ensure when working with individual children that you are visible to others
- \* Do not photograph children (unless express permission has been sought and granted) or exchange any personal information
- \* Do not receive or give gifts unless arranged through the school
- \* Only touch children for professional reasons and when this is necessary and appropriate for the child's safety and well-being
- \* Never engage online with children and do not give out any contact details

### Allegations

- \* Any allegation should be reported immediately to the Headteacher
- \* If the concerns are about the Headteacher, please inform the Chair of Governors, Mrs Hales.



## Child Protection and Safeguarding

Who to speak to if you are concerned about a child at Richard Durnings:



**Mrs Hodgson**  
Headteacher / DSL



**Miss Foley**  
Deputy DSL



**Mrs Hales**  
Safeguarding Governor

Everyone has a responsibility to make sure that children within Richard Durning's Endowed Primary School are safe as "Every Child Matters." Please do not: decide to do nothing or leave the premises without telling anyone.

Richard Durning's Endowed Primary School  
01257 462968; head@richarddurnings.lancs.sch.uk

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## Volunteers and Visitors Responsibilities

Everyone who comes into contact with children, whether paid or voluntary, is responsible for their own actions and behaviour. You should avoid any contact which would lead any reasonable person to question your motivation and intention.

At Richard Durning's we all have a duty to safeguard and promote the welfare of all our children.

### Please follow our code of conduct:

- \* Do treat everyone with respect
- \* Do provide an example you wish others to follow
- \* Do plan activities so that they may involve more than one person or at least in the sight of others
- \* Do respect a child's right to personal privacy
- \* Do allow children the facility to identify behaviour they feel uncomfortable with
- \* Do remember that someone else may misinterpret your actions however well intentioned
- \* Do not play physical games, make inappropriate comments with children
- \* Do not jump to conclusions without checking facts
- \* Do not believe it could not happen to you

### Worried about a child?

Abuse (physical, sexual, emotional) or neglect can have a damaging effect upon a child's health, education, attainment and emotional well-being.

Changes in a child's behaviour may not necessarily indicate that a child is suffering abuse or neglect. However, if when working with a child you become concerned, please report these concerns to the class teacher immediately.

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## Disclosure of abuse by a child

**Whilst this can be an alarming situation, it is important that you know what to do in such an eventuality.**

- \* Stay calm and controlled; listen to what is said without showing shock or disbelief
- \* Accept what is being said
- \* Allow the child to talk freely, listen rather than direct by asking questions
- \* Reassure but do not make promises you can not keep
- \* Explain that you will talk to their child's class teacher / headteacher so they can help
- \* Do not ask leading questions or interrogate
- \* Stress that talking was the right thing to do
- \* Record details immediately and attempt to use the exact words or phrases used by the child; sign and date these
- \* Immediately report your concerns and give any written information to the DSL or Deputy DSL
- \* Be aware of your feelings about abuse and find someone to share your feelings with
- \* It is important to remember that the children's details must remain confidential and within school