

## CONCERNS ABOUT A CHILD

If you become concerned about:

- Something a child says
- Marks on a child
- Changes in a child's behaviour or demeanor

Please report these concerns to the class teacher or a member of school staff who, if they feel appropriate, will pass the information on to one of the school's Designated Safeguarding Leads. Child abuse can happen to all children regardless of gender, culture, religion, social background and those with or without disability

## DISCLOSURE FROM A CHILD

If a child discloses a safeguarding issue to you, you should:

- Listen to and believe them.
- Allow them time to talk freely and do not ask leading questions
- Stay calm and do not show that you are shocked or upset
- Tell the child they have done the right thing in telling you.
- Do not tell them they should have told you sooner
- Explain what will happen next and that you will have to pass this information on.
- Do not promise to keep it a secret
- Write up your conversation as soon as possible in the child's own words. Stick to the facts, and do not put your own judgement on it.
- Sign and date the record give this information to the DSL or Deputy DSL

## NEVER INVESTIGATE; ALWAYS REFER

## HEALTH AND SAFETY

### Fire:

In the event of a fire alarm please use the nearest fire exit and make yourself known to a member of staff. Please make yourself aware of the nearest fire exit to where you are based.

### Accidents and Illness:

All accidents, regardless of severity, need to be reported to a first aider. Staff will inform you of the first aider nearest to where you are based. All accidents will be

logged in the accident book.



## Safeguarding and safety information for staff, visitors, contractors & volunteers.

2024 – 2025

At Battle, our **aim** is to provide a safe and secure environment for all our pupils, staff and visitors. At Battle, we are committed to safeguarding and meeting the needs of our children.

The safeguarding team at Battle



**Ms. L. Burridge**  
Designated  
Safeguarding Lead

**Mrs. H. Ray**  
Deputy Designated  
Safeguarding Lead

**Ms S. Podolska**  
Deputy Designated  
Safeguarding Lead

**Mrs. L. Way**  
Deputy Designated  
Safeguarding Lead

Safeguarding Trustee: Lyndsey Bowden

## 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 which would lead any reasonable person to question your motivation and intention. At Battle Primary we all have a duty to safeguard and promote the welfare of our children.

## SECURITY OF PUPILS, STAFF, VOLUNTEERS AND VISITORS

All members of staff are required to wear a Battle Primary Academy ID badge.

All visitors must:

- Enter through the main entrance
- Sign in at the main office on arrival
- Show proof of identity and DBS, if appropriate
- Wear visitor pass at all times whilst on school site
  - **RED lanyard:** no DBS, 1:1 supervision at all times
  - **GREEN lanyard:** current DBS and all checks completed
- Sign out at the main office and return visitor pass before leaving the site

Visitors wishing to speak to a particular member of staff should contact the school office to make an appointment. If you are seeking an urgent appointment, please report to the main office and we will try to arrange for you to see a member of staff.

## DISCLOSURE AND BARRING SERVICE

All staff, including supply staff, regular visitors and volunteers are subject to Disclosure and Barring Service (DBS) certificates. This is to help ensure that unsuitable people are prevented from working unsupervised with children. Advice about DBS certificates is available from the school office.

## STAFF CONDUCT

If you are concerned about the conduct of a member of staff, following an observation or disclosure, immediately inform the Designated Safeguarding Lead or one of the Deputy Designated Safeguarding Leads, in her absence

If the concern is regarding the Principal, immediately notify one of the Deputy DSLs who will notify the Chair of Trustees

## KEEPING YOURSELF SAFE

- Be professional.
- Be careful how you interact with or speak to a child, they may interpret it differently.
- Provide a good example and be a positive role-model by being respectful, fair and considerate to all.
- Treat all children equally – never build a 'special relationship' or favour a particular child above all others.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- Ensure that when working with individual children, that the door is left open, or that you can be visible to others.
- It is best not to do anything for a child that he or she can do for him/herself
- Always tell someone if a child touches you or speaks to you inappropriately

## PHOTOGRAPHS

Under no circumstances should staff, volunteers or visitors take photographs of our children using personal equipment whilst at our school. If on a visit, please ensure that you have a school device.

## MOBILE PHONES

To protect our children, we respectfully ask that you do not have your phone out or use it during your time in the school building, especially where children are present. If this is an issue, please contact a member of staff on arrival.

## SOCIAL MEDIA

As a professional who works with children, you need to take extra care to ensure that you don't inadvertently make your personal information available to the children or parents that you work with. This could leave you open to false allegations, misinterpretation, or the possibility of cyber bullying.

Do not accept friend requests from parents of pupils.