



This leaflet is a summary from our Safeguarding Policy drawn up with reference to the Children Act 1989, Keeping Children Safe in Education 2024 and the Durham Local Authority Guidance relating to Safeguarding and Child Protection.

This summary is to provide a quick reference and further information can be found in the full Child Protection Policy which is reviewed annually and which is published on the school's website www.finchale.durham.sch.uk.

Child Protection issues may relate to neglect and hidden harm, physical injury, sexual abuse or emotional abuse. Please refer to the full policy for a full list of definitions and signs.

ROLES AND RESPONSIBILITIES

Designated Staff with Responsibilities for Child Protection

Designated Safeguarding Lead	Miss Natalie Ward	Head Teacher
Designated Safeguarding Lead	Mrs Margaret Sleeman	Deputy Head
Deputy Designated Safeguarding Lead	Mrs Anna Lennox	KS1 Co-od.

The above people are responsible for:

- Making referrals to appropriate agencies
- Liaising with those agencies to ensure correct procedures are followed during investigations
- Maintaining full records for case conferences etc.

However, **all** staff within the school community have a responsibility towards safeguarding and child protection and have undergone appropriate training in this area.

Head Teacher

The Head Teacher is responsible for establishing an ethos where children feel able to disclose fears and to ensure effective and discreet management of such.

School Staff, Agency Staff, Volunteers and Helpers

These people are responsible for:

- Upholding the school's 'telling' ethos
- Acting promptly to refer disclosures having discussed issues of confidentiality with the pupil.

Parents

Parents are responsible for:

- Respecting and valuing their child as an individual
- Supporting the school as a 'safe' environment and taking appropriate action.

Children

Children are responsible for:

- Supporting fellow pupils
- Being honest in any disclosures made and to behave responsibly according to the rules of our school.

PROCEDURES

1. Receiving Disclosure

- Listen without leading, asking only to clarify what is said.
- Do not promise confidentiality and explain 'need to know'.

2. Responding to Disclosure

- Note child's demeanour and wording.
- Refer as soon as possible to a designated member of staff.
- Record information on CPOMS accurately and in a timely fashion.

3. Acting on Concerns of Non-accidental Injury

- Make a note of any possible marks.
- Do not make enquiries of parent/carer, other children or staff.
- As soon as possible, speak with the Head Teacher/designated member of staff.

DO

- Report all safeguarding or health and safety issues without delay.

DON'T

- Use your position to gain access to information for

- Keep students safe and protect them from physical and emotional harm.
 - Look after yourself.
 - Treat **everyone** with respect.
 - Provide the positive example you would want others to follow.
 - Work with another appropriate adult in planned activities wherever possible.
 - Risk assess all situations when you are working alone with a student and make sure you are seen and/or heard by others.
 - Respect people's right to personal privacy.
 - Create an environment in which people feel comfortable in pointing out attitudes and behaviours they don't like.
 - Report and challenge all inappropriate and/or abusive activities such as ridicule or bullying.
 - Familiarise yourself with your school code of behaviour.
 - Report any gifts you receive and complete a declaration if the value exceeds £30.
 - Give gifts to students **only** as part of an agreed reward system or as a whole class end of term treat.
 - Follow procedures for reporting all allegations against staff, carers and volunteers. See p28 Section 7 of Safeguarding Policy on our website www.finchale.durham.sch.uk.
- your own advantage or another's detriment.
 - Intimidate, threaten, coerce or undermine anyone.
 - Play games or have physical contact with students that are inappropriate.
 - Jump to conclusions about people's behaviour without checking facts.
 - Investigate any allegations yourself.
 - Make suggestive remarks or gestures, tell jokes of a sexual nature or engage in inappropriate verbal banter.
 - Create a personal relationship with a student where one does not already exist.
 - Give **any** personal details about yourself or others to a student unless you have agreed this with the head teacher.
 - Allow any student to access any of your personal accounts on social networking sites.
 - Rely on your good name to protect you – it may not be enough.
 - Believe that an allegation could not be made against you – it could.



Safeguarding Policy Summary

**REMEMBER: SAFEGUARDING IS
EVERYONE'S RESPONSIBILITY**