

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:

- 1) Immediately inform the Executive Head, Mrs Amanda Fulford or Head of School, Mrs Sarah Evans.
- 2) In their absence, immediately inform the governor responsible for safeguarding, Mr Mark Humphries (contactable through the school office).

Details for the Multi-Agency Safeguarding Hub for Devon (MASH) accompanies this leaflet. These contact details can be used out of school hours.

TYPES OF HARM

Everyone has a responsibility to keep children safe - 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 by 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 abuse.

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

E - SAFETY

We request that visitors do not use mobile phones or cameras on site without prior consent from a staff member and staff can request to view the photos taken.

Visitors to the FSU are requested to hand in mobile phones at the main office on arrival. Photos of children can not be used outside the school without parental consent.

The school has a separate policy on internet use and e-safety.

SAFEGUARDING STAFF

Designated Safeguarding Lead for Otter Valley Federation:

Mrs Amanda Fulford - Executive Head Teacher and SENDCo



Designated Safeguarding Lead for Feniton

Primary:

Mrs Sarah Evans - Head of School

Deputy Designated Safeguarding Lead for

Feniton Primary: Mrs Janice Strawbridge



Designated Safeguarding Lead for Tipton St John Primary:

Mr Pete Button - Head of School

Deputy Designated Safeguarding Lead for Tipton St John Primary: Mr Richard Hatswell



Safeguarding Governor:

Mr Mark Humphries

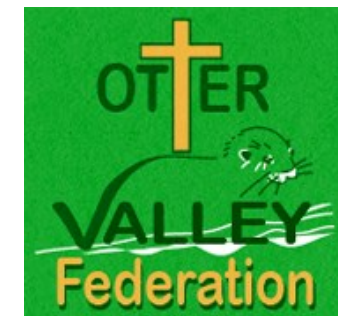


Remember ...

The Otter Valley Federation Feniton C of E Primary School



School Visitor Safeguarding Guide



SAFEGUARDING STATEMENT

Feniton C of E Primary School is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment.

Governors at this school are aware of their role in safeguarding children, review the safeguarding policy annually and ensure independent contractors have the required child protection procedures.

A designated governor liaises with the school to review policies and procedures and reports back to the governing board.

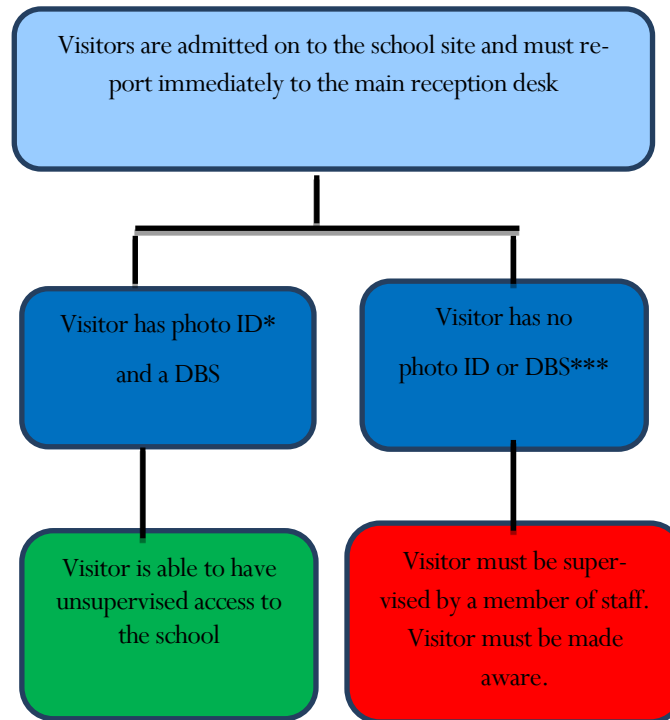
This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it, please speak to any of the contacts named within. Please keep the leaflet in a safe place so that you can read it again if you need to. The information enclosed and our policies are not intended to alienate parents or visitors, but ensure our children are safe at all times

If you are concerned about the safety of any child in our school or about the conduct of a member of staff or volunteer in the school you must report this to the designated safeguarding lead - Mrs Amanda Fulford.

The following policies are linked to the information in this leaflet:

Safeguarding	Anti -Bullying
Health & Safety	E - Safety
Safe Touch	Sex & Relationships
Behaviour cinemas	Administration of Medicines
Confidentiality	Recruitment

VISITORS TO SCHOOL



*Valid photo ID, Driving Licence or passport, Virgin-care/NHS, DCC or BabcockLDP photo ID badge

*** If a visitor does not have the relevant ID/checks they must wait until a suitable member of staff is available to supervise access.

All visitors must sign into the visitor's book. The member of staff signing the visitor in must ensure the visitor must wear a pass, which should be visible at all times and must be supervised.

Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, when possible, to avoid disappointment.

If you are seeking an urgent appointment, please report to the main reception and we will arrange for

WHAT DO I DO IF I AM WORRIED ABOUT A CHILD?

If you become concerned about:

- i) Something a child says
- ii) Marks or bruising on a child
- iii) Changes in a child's behaviour or demeanour

You must inform the designated safeguarding lead or class teacher.

If you feel that a child may be at risk of harm, but are not sure, then inform the designated safeguarding lead or class teacher 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.

WHAT DO I DO IF A CHILD MAKES A DISCLOSURE?

- 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 information if you are worried about their safety.
- You may clarify your concern using "tell, explain, describe (TED) or outline" but as soon as your concern is confirmed, ask no further questions as further enquiries may be compromised.
- Reassure the child that they have done the right thing.
- Record carefully on a purple safeguarding concern form what the child says **in their words** and when the account was given. Date, time and sign the record. Pass this onto the designated member of staff for safeguarding immediately. Forms are available from the main office or the class