

Disclosure of abuse by a child

Whilst this can be an alarming situation, it is important you know what to do in such an eventuality and for you to be able to stay calm and controlled.

- Listen to what is being said without displaying shock or disbelief. Accept what is said.
- Allow the child to talk freely, listen rather than ask questions.
- Reassure the child, but do not make promises you cannot keep.
- Do not promise confidentiality, but explain you have to tell their teacher so they can be helped.
- Do not ask leading questions
- Reassure the child it was not their fault.
- Stress that it was right to tell.
- Record details of the disclosure immediately including, where possible, the exact words used by the child. Sign and date the record.
- Report your concerns to the child's class teacher or headteacher.
- Be aware of your own feelings and find someone you can share your feelings with once the procedures have been completed.
- Remember that the child's details must remain confidential and any discussion you have does not allow the child to be identified.



**Inspiration
Imagination
Individuality**

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[Www.farncombe.surrey.sch.uk](http://www.farncombe.surrey.sch.uk)

**Designated Safeguarding Lead:
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**Thank you for reading this
leaflet and helping to keep our
school a happy and safe place for
everyone.**

**Farncombe
Church of
England Infant
School**

Safeguarding Leaflet for Visitors

This leaflet outlines how we as a school keep our children safe. Farncombe School recognises its duty to ensure effective arrangements are in place for safeguarding and promoting the well being of all children. We adhere to Surrey County Council's Safeguarding Children Board Procedures and recognise that all members of the school community, including volunteers, will at times play a full and active role in protecting our children from harm. We consider safeguarding to be a 'golden thread' running through all school activities.

**Entry to School:
All visitors must report to
the office on entering the
school premises. A member
of staff will permit entry
once safeguarding checks
have been completed.**

Staff and Volunteer Code of Conduct

Staff and volunteers are required to work in a professional way with children. Our code of conduct makes all adults in school aware of the procedures and protocols that must be adhered to in regard to:

- Physical Intervention
- Dealing with sensitive information
- Use of mobile phones
- Attire and use of language

Confidentiality

Members of staff and governors will have access to confidential information about pupils in order to undertake their responsibilities. Confidential or personal information about a pupil/family must never be disclosed, other than on a need-to-know basis. Pupil and staff records are all kept securely.

Allegations against staff

Any concerns about a member of staff's conduct should be passed on to the headteacher. If the concern is about the headteacher, it should be reported to Helen Gregory, chair of governors, via her tray in the school office.

Single Central Record

The single central record holds information on all staff, governors and regular volunteers. This is stored securely in the school office.

Volunteers / Visitors Responsibility

All those who come into contact with children are responsible for their own actions and behaviour. It is recognised that young children sometimes seek physical contact with familiar adults in school (hand holding, brief hugs). You should avoid any contact which would lead any reasonable person to question your motivation and intention. At Farncombe we all have a duty to safeguard and promote the wellbeing of our children.

DBS Certificates

All 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 or volunteering with children. Advice about DBS certificates is available from the school office.

Safeguarding Statements and Documents

There are several layers of safeguarding documents in school.

1. A short safeguarding statement to be read and signed by all visitors (including contractors and those with no access to pupils)
2. This safeguarding leaflet to be read by all staff, governors, visitors and volunteers.
3. A safeguarding statement of intent which is displayed around school with photographs of our DSLs.
4. A code of conduct read and signed by all staff, volunteers and governors.
5. A detailed safeguarding policy read and signed by all staff and governors. This is available on our website or via school office for visitors.

Site Safety

Risk assessments are carried out regularly and communicated to staff and volunteers as necessary.

A site safety inspection takes place each morning before pupils enter.

All accidents are logged, as are any incidents of irresponsible behaviour.

Governors complete detailed health and safety inspections on a termly basis. A plethora of health and safety policies are reviewed regularly and used to maintain a safe environment.

Termly fire drills and an annual 'back to class drill' ensure pupils and staff know what to do in an emergency.

Worried about a child?

Abuse (physical, sexual, emotional) or neglect can have a damaging effect on a child's health, education attainment and emotional well-being. Some changes in a child's behaviour may not necessarily indicate that a child is suffering abuse or neglect. In some cases those changes may be symptoms of a medical condition or result from a change in circumstances. If whilst working with a child you become concerned about comments they make, marks or bruising on their body or changes in their behaviour, please report your concern to their class teacher without delay. If appropriate, further action will then be taken to protect the child.