

**SAFE WORKING WITHIN BIRKDALE PRIMARY
OUR CODE OF CONDUCT 2023-2024**

- 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 others
- Ensure that when working with individual children, that the door is left open or you can be visible to others
- Do not photograph children (unless requested by school staff), exchange emails, text messages, enter into any social networking or give out any personal details
- Do not receive or give gifts unless arranged through school
- Only touch children for professional reasons, when this is necessary for the child's wellbeing or safety
- As this code does not cover all aspects of good safeguarding practice, please refer to our latest Child Protection and Safeguarding policy for 2023-2024. This is available on the school website and is compliant with the DfE's "Keeping Children Safe in Education 23" Paper copies are available from the Main Office.

ALLEGATIONS

Any allegations made against a member of school staff should be reported to the Headteacher.

If the concerns are about the Headteacher, please inform Mrs M McDermott our link Governor for Safeguarding or another Safeguarding Lead

Everyone has a responsibility to make sure that children within Birkdale Primary are safe.

YOU MUST NEVER:

- Decide to do nothing
- Leave the school without telling anyone

Designated Safeguarding Leaders including all matters of Child Protection:

Mr N. Sheeran—Headteacher and Designated Safeguarding Lead

Mr D Jessop—Deputy Headteacher

Mrs C Gillman—Bursar

Mrs R Ramsden—Assistant Head

Mrs K Brand—Learning Mentor (Safeguarding)

Miss N Williams—Learning Mentor

E-Safety

Mrs M Cousins Class teacher - Computing Lead

If you wish to speak to Mrs M McDermott, our Link Governor for Safeguarding, please speak to Mrs C Gillman at the Main Office

We are committed to safeguarding and meeting the needs of all our children



**Safeguarding
Procedures**

2023-2024

An information leaflet for volunteers and visitors to Birkdale Primary School

**ID BADGES AND
AUTHORISED VISITOR PASSES
SHOULD BE WORN AT ALL
TIMES AND OBTAINED ON
ENTRY FROM THE OFFICE
STAFF.
YOU MUST SIGN IN**

Adults In Our School.

All those who come into contact with children through their work, whether paid or voluntary are responsible for their own actions and behaviour. You should avoid any contact which would lead anybody to question your motivation and intention.

At Birkdale Primary School we all have a duty to safeguard and promote the welfare of our children. Please follow this Code of Behaviour for adults.

Code of Behaviour

Do treat everyone with respect.

Do provide an example you wish others to follow.

Do remember that someone else might misinterpret your actions, no matter how well intentioned.

Do plan activities so that they may involve more than one person or are at least in sight or hearing of others.

Do respect a child's right to personal privacy.

Do act as an appropriate role model.

Do provide access for children and adults to feel comfortable to point out attitudes and behaviours they do not like, and try to provide a caring atmosphere.

Do not jump to conclusions without checking facts.

Do not permit abusive activities e.g. bullying, ridiculing.

Do not play physical contact games, or make inappropriate verbal banter with the children.

Do not make suggestive remarks, gestures or tell sexist/homophobic jokes.

Do not rely on your good name to protect you. It may not be enough.

Do not believe it could not happen to you.

IT COULD!!!

IDENTITY BADGES

All visitors within Birkdale Primary must wear either their visitor's badge received from the main Office or their agency/school identity badge. Any adult without a badge will be challenged.

DBS CHECKS

All staff, including supply staff, regular visitors and volunteers are subject to DBS checks. This is to help ensure that unsuitable people are prevented from working with children. DBS advice is available from the school office.

PREVENT

Our school has a duty to prevent people from being drawn into terrorism and staff are trained as such. Do you have any concerns?—please contact 0800 789321 immediately or the Merseyside Police Prevent Team on 0151 777 8506

In the unlikely event of a terrorist attack or local major incident a loud **single** note siren will be heard. If in charge of children at this point, you must gather the children in the nearest safe place (e.g. hall, classroom, playdeck) and await information from key staff or an authority

(e.g. Police or Fire Service).

WORRIED ABOUT A CHILD?

Abuse (physical, sexual, emotional) or neglect can have a damaging effect on a child's health, education attainment or 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 hidden disability, undiagnosed medical condition or changes in medication.

If whilst working with a child you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in a child's behaviour

Please report these concerns to the class teacher or senior manager, who if they feel it is appropriate will pass the information onto the Designated Safeguarding Co-ordinators.

Alternatively, contact Sefton Children's Services on :

0345 140 0845 or

0151 9343555 (outside office hours)

Disclosure of Abuse by a Child

Whilst this can be an alarming situation, it is important that you feel you know what to do and for you to stay calm and controlled.

- Listen to what is being said without displaying shock or disbelief. Accept what is being said.
- Allow the child to talk freely, listen rather than ask direct questions
- Re-assure the child, but do not make promises that it may not be possible to keep.
- Do not promise confidentiality. Explain that you might have to tell the teacher or Headteacher so that you can help them.
- Do not interrogate the child or ask leading questions.
- Reassure the child that it is not their fault and that they are right to tell.
- Make them aware that the disclosure will only be reported to those who need to know and who can help.
- Record details of the disclosure immediately including the exact words or phrases the child used
- Report your concerns and give your written record to the Designated Safeguarding Co-ordinators / Headteacher to enable the matter to be dealt with in the most appropriate way.
- Be aware of your own feelings about abuse and find someone you can share your feelings with once the procedures have been completed.
- All staff have a responsibility to record any incidents on **CPOMS** (Child Protection Online Monitoring System) and notify the safeguarding team through this system. Not sure what to do? Please ask at the Main Office and you will be allocated a safeguarding team member who will show you what to do.