



VALENCE PRIMARY SCHOOL

Safeguarding Advice for Staff, Volunteers and Visitors

Valence Primary is committed to safeguarding and requires all staff and volunteers to share this commitment.

This leaflet has been given to you to make sure you understand what is expected of you. Please ask any of the contacts named in this leaflet if you are unclear about anything in it, and keep the leaflet in a safe place, so that you can read it again if you need to.

If you are worried about the safety of anyone in our school, you must report this to the Designated Safeguarding Lead.

Useful information

Website: www.valenceprimaryschool.com

Email: office@valenceprimaryschool.com

Telephone: 0203 006 9888

Address:

St. George's Road
Dagenham
RM9 5AJ

Bonham Road
Dagenham
RM8 3AR

Please read the information enclosed,
in order to ensure that we continue to provide
excellent Safeguarding at Valence Primary School.



The Designated Professionals for Safeguarding Children

Designated Safeguarding Lead:

Cindy Bailey (DSL) – Bonham Site

Lipsima Choudhury (DDSL) – St. George's Site

Beth Vines (DDSL) – Bonham/St. George's Site

The Governor with Safeguarding responsibility is Cameleta Ffrench

Relevant Policies:

Child Protection and Safeguarding Policy + Health and Safety Policy

Our aim is to provide a safe and secure environment for all.

As a school we are committed to safeguarding.

Security and Signing In

All staff wear photo ID badges. All visitors must report to Reception on arrival and sign in - showing ID and DBS if appropriate.

All visitors are issued with a label. Adults within school are expected to challenge unfamiliar adults.

What are my responsibilities?

All those who meet children in their everyday work, paid or voluntary have a duty to safeguard and promote the welfare of young people.

You **MUST** read Keeping Children Safe in Education September 2023 Part 1 and our Child Protection Policy if you are on site for more than a day.

Abuse can be a combination of: Physical, Emotional, Sexual Abuse or Neglect.

Adult behaviour must be exemplary – see Staff Code of Conduct Handbook.

Enhanced Disclosures

All staff and regular volunteers will require a Disclosure and Barring Service enhanced certificate. Valence will provide an application and advise you about completion and providing accurate ID documentation.

If you do not have a DBS certificate, you are **not** allowed to work unsupervised with young people. All volunteers are interviewed by a member of the SLT or the Human Resources Manager following written application.

What should I do if I'm worried about a child?

If you are concerned about a child e.g. comments made, marks or bruising or changes in behaviour **YOU MUST** report these concerns to your line manager and/or the Designated Safeguarding Lead. Please use a Cause for Concern Form which the

office, DSL and staffroom can provide or ask a member of staff to record digitally (CPOMS).

What should I do if a student discloses being harmed?

Listen without displaying shock or disbelief or asking direct questions. Allow the child to talk freely. Reassure the child but do not make promises regarding keeping confidentiality. Explain that you **must** tell a lead professional so that they can help. Do not interrogate or ask leading questions. Stress that it was right to tell. Do not criticize the alleged perpetrator.

Immediately record details in the exact words or phrases used. Please ensure you sign and date the Incident Log.

What should I do if the allegation is about a member of staff?

Report the allegation to the Designated Safeguarding Lead (DSL).

What should I do if the alleged is the Headteacher or DSL?

Report to the Chair of Governors or LBBB Safeguarding Hub 0208 227 3811.

How do I ensure that my behaviour is appropriate?

Maintain professional dress and demeanour. Adhere to School Policies and Procedures. Ensure that physical contact is appropriate and necessary. Social contact outside school, including social media, must be avoided. Take extra care to prevent personal information from being shared or accessed. This could leave you open to false allegations, misinterpretation, or the possibility of cyberbullying.

Avoid being alone or isolated with children. Ensure doors are left open if you are working with a child/group. Ensure you are visible to others. Do not give children lifts in your car. Do not use mobile phones in the presence of children. Be aware that some children develop 'tender' feelings for members of staff. Openness is the best protection for all, and secrecy is the greatest risk. No adult should kiss a child in **any** display of affection.

If you ever feel that you are becoming susceptible due to developments in your personal life or the life of a child in your care, leaving you emotionally vulnerable, you must seek help from a senior member of staff **before** matters go too far and trust is breached. No adult can pose a transferable risk.

Please help us safeguard the young people in our care by following these guidelines.