

## Additional Site Safety



For the safety of all our children  
the pedestrian gates are closed  
during the following times:  
8.45am - 3.30pm

In addition to this the car parks  
gates are closed during the  
following times:  
8.30am - 8.45am  
15.00pm - 15.45pm



Designated  
Safeguarding  
lead:  
Mrs Molloy



Deputy  
Designated  
Safeguarding  
Lead: Mrs  
Worsfold



Deputy  
Designated  
Safeguarding  
Lead: Mrs Ryan



Deputy  
Designated  
Safeguarding  
Lead: Miss  
Brassinne



Governor with  
Safeguarding  
Responsibility:  
Susan Goodchild



## Safeguarding Children INFORMATION FOR STAFF, VISITORS, VOLUNTEERS AND GOVERNORS

Tithe Farm Road, Houghton  
Regis, Bedfordshire, LU5 5JB  
Telephone: (01582) 865047  
Fax: (01582) 865057

Email:  
[office@tithefarmprimary.co.uk](mailto:office@tithefarmprimary.co.uk)

Website:  
[www.tithefarmprimary.co.uk](http://www.tithefarmprimary.co.uk)

## Welcome to Tithe Farm Primary School

As a school, we are committed to safeguarding and meeting the needs of young people and we hope this leaflet will provide some useful advice and information when working with children at in our school.

At Tithe Farm Primary School, we believe that, as a community, we must all work together to protect our children. Therefore, we take the following measures:

Signing in and Out – All visitors must sign in at the school office. Please provide the appropriate identification. Remember to sign out as you leave.

Mobile Phones – Mobile Phones are not permitted. These should only be used in the staffroom. Visitors are not permitted to take photographs or videos without prior permission.

DBS Check - Tithe Farm's recruitment and selection procedures specify that all staff, volunteers and regular visitors to the school, who work with children, will require an enhanced DBS disclosure. This is to help ensure that unsuitable people are prevented from working with young people.

If you are not working directly with children and do not require DBS you will accompanied whilst on site. If you have any queries on this, please speak with the safeguarding team.

You must inform the Head Teacher immediately if you become subject to any criminal investigation, caution or conviction. This helps to protect you as well as the young people in your care.

No child should suffer harm, either at home or at school. Everyone who works in our school has a responsibility to make sure that all our young people are safe.

### What are my responsibilities as a member of staff/volunteer/visitor?

All those who come into contact with young people through their everyday work whether paid or voluntary have a duty to safeguard and promote the welfare of young children.

### What should I do if I am worried about a child? If whilst working with a child, you become concerned about:

- Comments they make
- Marks or bruises you can see
- Changes in their behaviour or demeanour

Please report your concerns on a cause for concern form and discuss with a member of the safeguarding team.

### What should I do if a child discloses that he/she is being harmed?

Although the likelihood of this is small, it is important to know what to do in such an eventuality as young people rarely lie about such matters:

- Listen to what is being said without displaying shock or disbelief – accept what is being said.
- Allow the child to talk freely
- Reassure the child, but do not make promises that might not be possible to keep.
- Do not promise confidentiality but explain to the child that you have to tell their Teacher or Head Teacher in order that they can help him/her

Do not interrogate the child or ask leading questions.

- Reassure the child that it is not their fault
- Listen rather than ask direct questions

Immediately record details of the disclosure, including wherever possible, the exact words or phrases used by the young person. Follow the points below:

- Do not stop a child talking
- Record exactly what was said by you and the child
- Time, date and sign the record of events

### What should I do if the alleged abuser is a member of staff?

You should report such allegations to the Head Teacher immediately.

Children, especially when they are young, are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject this. You should, however, never actively seek to touch pupils.

If you are working with a pupil on his/her own, ensure that the door is left open and that you can be visible to others.

Do not exchange emails, text messages, give out your own personal details or photograph children.

As a volunteer/visitor you will be directed by the class teacher. Please report all behaviour and/or child protection concerns to them.

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