What is abuse?

Types of Harm
Everybody has a responsibility to keep all children under the age of 18 safe. This applies to both the home and school environment. Harm is identified in some of the following 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 sexual activity. This can be a physical activity or none physical, eg, being made to look an inappropriate age

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 violence

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

Extremism and Radicalisation
The holding of extreme political or religious views

What is discrimination?
When people receive less favourable treatment in and grounds which cannot be justified. This covers race, ethnic or national origin, language, religion or belief, gender, gender reassignment, sexual orientation, disability, social class, responsibility for other dependant or where the person lives.

What is bullying?
A wilful, conscious attack on the self-esteem of an individual. It includes jibes, name-calling, silence/exclusion from the social circle, emphasising differences, threatening behaviour, racial/sexual harassment, extortion and physical attack. It may vary in severity, frequency and in the numbers of people involved.

Staff Conduct
If you are concerned about the conduct of a member of staff following an observation or disclosure the following action must be taken:

- Immediately inform the Headteacher
- In their absence, immediately inform the Deputy Headteacher

Remember:
· provide a positive role model to young people
· dress appropriately, ensuring your clothing is not likely to be viewed as offensive or revealing
· treat all members of the school's community with respect and tolerance
· work with children so that you are visible by a member of the school staff
· respect a child's privacy and dignity
· always be able to justify any physical contact you have with a young person
· always report any situations that arise that you may feel may give rise to a complaint or misunderstanding in respect of your own actions
· There should be no delay in ringing 999 and requesting fire, police or an ambulance.

Never:
· Photograph a child without the school's permission
· Never use your personal mobile phone in areas used by young people
· Ignore inappropriate behaviours towards children either by other children or adults
· Share personal details with a child
· Meet or contact the child out of school including by text, email, Facebook or other social media or give a child a lift home
· Discuss the school, children or adults working within the school on social media
· Make inappropriate comments to a child including racist, homophobic, sexist or sexualised comments
· Give gifts to a young person (unless part of the school's agreed rewards policy or with the agreement of your line manager) or show them preferential treatment

Other General Information

- **Fire and emergency evacuation**—if the fire alarm sounds, please leave the building immediately by the nearest exit
- **First Aid**—Please ask at the School Office if you need assistance.
- **Accident and Incidents**—Please report these to the School Office.

HIGHFIELD ST. MATTHEW'S CE PRIMARY

Executive Headteacher: Mrs A Barron
Head of School: Mrs J Kilshaw

As Jesus tells us, 'Let your light shine before others, that they may see your good works, and glorify your Father who is in heaven' (Matthew 5:13).

School Visitor Safeguarding Guide

LDST
Liverpool Diocesan Schools Trust

"Walking hand in hand with Jesus, fulfilling the potential God has given us"

Please sign in on arrival and collect your visitor badge. Please wear the badge at all times to avoid being challenged by staff or pupils.

Remain with your host at all times unless we confirm we have had prior DBS clearance for you. If you have a red lanyard, you must be accompanied by Highfield St. Matthew's at all times.

On departure please sign out and return your badge.

Highfield St. Matthew's CE Primary is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment. By signing in and out of the visitors' inventry you are agreeing to follow the advice within this leaflet. All visitors must wear the visitor's badge provided by reception.

Visitors must be accompanied at all times by a member of school staff.

Unsupervised visitors: If your visit involves unsupervised contact with young people you will be asked to show the photographic ID badge provided by your employer and written confirmation that you have an Enhanced DBS Certificate including a Barred List Check. You may be required by the school to present your Enhanced DBS Certificate. We will not make a copy of your certificate. We will simply note the level of the check undertaken. You will also need to read and understand the school's Code of Conduct for Adults and Part 1 of the DFE's Guidance, 'Keeping Children Safe in Education'. The school's Child Protection Policy is available on the school's website.

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.

If you are concerned about the conduct of a member of staff or a volunteer in our school, you must contact the Executive Headteacher or Head of School.

Visitor Procedures

- Visitors must sign in and out at Reception and return their visitor pass before leaving
- Visitors should be ready to produce formal identification
- All visitors will be issued with an appropriate pass which must be worn at all times whilst on site
- Visitors will be asked to remain under the supervision of the member of staff they are visiting
- Visitors will be escorted to their point of contact, or their point of contact will be asked to collect them
- Visitors must not use mobile phones or cameras on site. All visitors must hand their mobile phone in at the School Office for safe-keeping
- On departing school all visitors must leave via the main entrance and return their pass

DESIGNATED SAFEGUARDING TEAM

Designated Safeguarding Lead
Mrs J Kilshaw

Deputy Designated Safeguarding Lead
Mrs A Barron
Miss S Mitchell
Mrs N Rose

Safeguarding & Child Protection Governor
Mrs C Halliwell

Chair of Governors
Mrs L Darbyshire/Mrs C Halliwell

A copy of the school Child Protection Policy is located on the safeguarding board in the staff room

Local Authority Designated Officer (LADO):

Tel:
01942 486042 or 01942 828300 (out of hours)
lado@wigan.gov.uk

If you have ANY concerns about a child's welfare or well-being or have a concern about the behaviour of any adult within the school towards a child:

· Discuss your concerns without delay with the Designated Safeguarding Lead or the Headteacher or a member of the safeguarding team.
· Remember it is important to share your concerns even if you are unsure.
· Anyone (in emergencies or if they need to) can make a referral directly to Children's Services.
· The Local Authority Designated Officer (L.A.D.O.) for managing allegations against staff and volunteers can be contacted via Children's Services.
· The school office can provide you with a copy of the school's procedures for managing allegations against staff and volunteers.

If a child makes a disclosure to you:

· Do not investigate but report them immediately to the Designated Safeguarding Lead, Deputy Designated Safeguarding Lead or another member of the senior staff at the school
· Avoid being shocked or embarrassed.
· Listen to the child without interrupting them.
· Do not promise to keep a secret.
· Do not ask the child any leading questions.
· Reassure them that 'it is not their fault and they have done the right thing to tell you'.

· Immediately following the disclosure report your concerns to the Designated Safeguarding Lead (see above) and write down what the child said using the child's own words and phrases. Sign and date this document and hand it to the Designated Safeguarding Lead.
· Consider how best to manage your own feelings
· Following reporting your concerns remember that the disclosure and the child's identity should remain confidential

The school can provide additional national guidance in respect of safer working practices for all adults working with young people, including advice regarding Online Safety.