



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.

0151 233 3700

Our Vision

And the child grew: to think wisely, serve lovingly and live life in all its fullness, flourishing through God's grace.

Think wisely: Through learning, experience, questioning and understanding, discern prayerfully what is right and just.

Serve lovingly: Show kindness, compassion, consideration and hope in all situations, reflecting God's love through words and actions.

Live life in all its fullness: Every child will be encouraged and supported to achieve their God-given potential academically, physically, spiritually, creatively and socially, flourishing in love, joy, peace,

Our Safeguarding Team

In school, we have several members of senior staff who are responsible for ensuring that our safeguarding policies, practices and procedures are implemented and maintained. If you have any concerns or worries about any children, please do not hesitate to contact a member of the school's Safeguarding Team:

- Designated Safeguarding Lead: **Mrs L. Lewis** (Headteacher)
- Deputy DSLs: **Mrs L. Duckworth** (Deputy Headteacher)
- **Mrs M. Carew** (Asst, Headteacher);
- **Mrs J Parry** (Phase Lead)
- Chair of Governors: **Mr P Woodward**
- Safeguarding Link Governor: **Mrs F Roper**

Fire and Emergency Evacuation Procedure

- If you discover a fire, the alarm should be sounded; there are 'break glass' fire alarms around the school.
- In the event of a fire alarm, all adults and children must evacuate the building by the most direct route and assemble on the infant playground.
- If you are responsible for a child, lead them quickly and calmly to the playground and to their class line.
- If you are unsure of the whereabouts of a child, please report this to a member of staff immediately, ideally the class teacher.
- Class teachers will check for any missing children against their register, indicating with a red or green laminated sheet whether all are present.
- Office Staff will check Inventory for any missing adults.
- A member of the Senior Leadership Team will allow re-entry to the building once they have declared it is safe to do so



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Safeguarding Leaflet

An information leaflet for
volunteers and visitors to
Childwall Church of England Primary
School

Thank you for your cooperation and
adherence with everything included in this
leaflet.
If you have any further questions, please do
not hesitate to ask a member of staff.

Our school 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 on InVentry, you are agreeing to follow the advice within this leaflet. All visitors must wear the visitor's badge provided by reception. An adult without a badge will be accompanied to the school's reception to confirm they have signed in.

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

The school can provide additional National Guidance in respect of safer working practices for all adults working with young people, including advice regarding 'on-line safety'.

If you have ANY concerns about a child's welfare or wellbeing 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

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