

CODE OF BEHAVIOUR

- * DO treat everyone with respect, dignity and equally with no favouritism
- * DO avoid being drawn into inappropriate, attention seeking behaviour from the pupils
- * DO report all allegations, suspicions or concerns about abuse
- * DO provide an example you wish others to follow
- * DO plan activities so that they involve more than one person or at least are in sight or hearing of others
- * DO respect a pupil's right to privacy
- * DO encourage pupils to challenge any attitudes or behaviours they do not like and provide a caring atmosphere
- * DO remember that someone else may misinterpret your actions, no matter how well intended
- * DO NOT permit abusive youth/peer activities (eg bullying, ridiculing)
- * DO NOT engage in inappropriate behaviour or contact or make inappropriate comments or have inappropriate verbal banter with young people
- * DO NOT make suggestive remarks/gestures or tell sexist/homophobic/racist 'jokes'
- * DO NOT rely on your good name to protect you
- * DO NOT believe it could not happen to you. It could

E SAFETY

We ask you to follow these guidelines to protect yourself and school:

- * Mobile phones are not to be used in school apart from the designated areas—the staff room, school office, offices and when agreed procedure eg the Site Supervisor and for school trips. If you need to be contacted you may give the school number 01524 414384 and inform the office staff
- * Do NOT open up attachments on the internet you are not sure of — they may leave a virus or be downloading inappropriate materials.
- * Deliberate access to undesirable materials by adults is unacceptable and will be reported
- * Do NOT give your email address or mobile number to any past or present pupil from Morecambe Road School
- * Do NOT take photographs/videos of the children unless directed to do so by the Class teacher
- * Do NOT discuss school issues or refer to any pupils or member of staff on a Social Networking Site eg Facebook, Twitter, etc.



MORECAMBE ROAD SCHOOL
MORECAMBE ROAD, MORECAMBE
LA3 3AB

CHILD PROTECTION AND SAFEGUARDING SUMMARY **FOR ISSUE TO SCHOOL STAFF, VISITORS, VOLUNTEERS, CONTRACTORS**

TELEPHONE NUMBER: 01524 414384

EMAIL: head@morecamberoad.lancs.sch.uk

**THE DESIGNATED SENIOR PERSON (DSP) FOR CHILD PROTECTION (CP)
IS THE HEADTEACHER.**

THE BACK UP DSP IS THE DEPUTY HEADTEACHER.

**THE DESIGNATED SAFEGUARDING GOVERNOR IS THE
CHAIR OF GOVERNORS.**

THE DATA PROTECTION OFFICER IS THE SCHOOL BUSINESS MANAGER.

Everyone is responsible for safeguarding and protection of data.

The DSL is the lead for safeguarding/CP.

The DPO is the lead for data protection.

All **new school staff** are to complete an induction with the School Business Manager which will include the issue of the current School Staff Handbook and the CP and Safeguarding Induction Pack. It will also cover training on the General Data Protection Regulation.

New school staff should prioritise the reading of all school policies, in particular the Whole School Child Protection and Safeguarding Policy, GDPR policy, Staff Code of Conduct, E Safety Policy, Health and Safety Policy and the Whistleblowing Policy (contained in the Finance Manual). School Policies can be found in the Policy Folder on the network T drive or hard copy in the staff room Policy Folder.

IN ALL MATTERS OF CHILD PROTECTION, THE WELFARE AND SAFETY OF THE CHILD IS THE PARAMOUNT CONSIDERATION.

KEEPING CHILDREN SAFE IN EDUCATION

All those who come into contact with children through their everyday work, whether paid or voluntary are responsible for their own actions and must behave appropriately at all times. You are to avoid any contact which would lead any reasonable person to question your motivation and intention. At Morecambe Road School we all have a duty to safeguard and promote the welfare of all our pupils.

Child Protection and Safeguarding is the protection from physical, sexual and emotional harm of the pupils and all others involved in the schools activities.

Procedures exist, not to discourage adults from being involved in the life of the school but to ensure, as far as is possible, that people who may cause harm to children do not have the opportunity to do so.

DBS (CRB) CHECK

Morecambe Road School Policy is that all adults who have unsupervised and/or regular contact with the pupils must hold a relevant Satisfactory DBS Enhanced Disclosure. Any adult who does not hold a relevant DBS Disclosure will be supervised by a member of permanent school staff at all times.

On first visit to Morecambe Road School adults must bring their DBS Certificate and proof of ID (preferably photographic). The details of the Certificate will be entered on the School's Single Central Record.

IDENTITY BADGES

Staff are issued with photographic ID badges to wear at all times and must sign in and out of school on the Inventory System at the Main School Reception.

Visitors to Morecambe Road School must sign in at the Inventory System, Main School Reception. They must wear their visitor badges at all times and have a form of identity on them. This could be their own organisational staff badge. Adults in school without a visitor's badge will be challenged.

SOME CHANGES IN A CHILD'S BEHAVIOUR MAY NOT NECESSARILY INDICATE THAT A CHILD IS SUFFERING HARM OR ABUSE. IN SOME CASES THOSE CHANGES MAY BE SYMPTOMS OF A HIDDEN DISABILITY, UNDIAGNOSED MEDICAL CONDITION OR CHANGES IN MEDICATION. HOWEVER IF IN DOUBT INFORM THE DESIGNATED SENIOR PERSON.

PROCEDURES FOR CONCERNS

ALWAYS REMEMBER—DO NOT INVESTIGATE AND KEEP IT CONFIDENTIAL

If you are worried or suspect that a child /young person is being abused, neglected or harmed or if you receive an allegation about an adult or yourself:

- * **IMMEDIATELY** inform the Headteacher, or in his absence the Deputy Headteacher or the Chair of Governors. If all three are non-contactable then inform a member of senior management present.
- * Staff are to record the facts onto the CPOMS system and this will automatically notify the Senior Designated Person. (For visitors or contractors refer to your school contact regarding completing CPOMS)
- * Details should include who said what , time, where you heard it and exact phrases and words where possible.

DISCLOSURE OF ABUSE BY A CHILD

Whilst this can be an alarming situation, it is important that you know what to do in such an eventuality and for you to be able 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 asking direct questions.
- * Re-assure the child, but do not make promises that it might not be possible to keep.
- * Do not promise confidentiality but explain to the child that you have to tell the Headteacher in order to help them out.
- * Do not interrogate the child or ask leading questions.
- * Re-assure the child that it was not their fault.
- * Stress that it was right to tell someone.
- * Make them aware that their disclosure will be reported only to those who need to know and can help.
- * Be aware of your own feelings about abuse and find someone you can share your feelings with once the procedures have been completed. This should be another member of staff within school and names of those involved must remain confidential.