

Have a Concern?

All visitors and members of staff must recognise that the safety and wellbeing of children is our paramount concern.

Any child protection concerns must be reported to the Designated Person for Child Protection.

Designated Person for Child Protection

Sally Leung—Headteacher

Deputy Designated Person for Child Protection

Emma Handley—SENCO



If the above are absent, please express your concerns to a member of our Senior Management Team.

Adapted from Children's Safeguarding Service and The Essex Schools HR Scheme

Montgomery Infant School
And Nursery, Colchester

Safeguarding Children



Guidance for adults visiting or working with our school.

This leaflet provides some guidance on working safely with our children and tells you what to do if you have a concern about a child.

Please read it carefully and do not hesitate to ask if you require further information.



Keeping Children Safe

We can all play a part in keeping children safe whilst working on or visiting the school site.

Keeping ourselves safe

We must take steps to keep ourselves safe. Our actions can sometimes be perceived in a way that is not intended. We want to promote safe working practices for everyone on the school site, whatever your role.

Do

Wear your identity and/or our visitor badge at all times.

Be aware that verbal interaction with children may be interpreted by them as offensive or as harassment, even if this is not your intention.

Report any unacceptable behaviour from a child.

Be aware that contact made outside of the school environment as a result of you coming into contact with a child whilst you are on the school site, may be misinterpreted.

Do Not

Instigate verbal or physical contact with children unless it is appropriate and a part of an agreed reason for your visit.

Respond to verbal or physical contact from children. If this occurs or you have any other concerns about a child's behaviour, then report it to the member of school staff who is working with you.

Give any personal information to a child, (ie) name, address, telephone no, email or personal web sites.

Accept or respond to a child attempting to give you personal information, as exemplified above.

Accept physical or verbal abuse from a child. DO NOT respond yourself but report it immediately to a senior member of staff.

Be in an unsupervised one-to-one situation with a child.

If a child discloses something.....

Do not

- ◇ Promise confidentiality.
- ◇ Ask any leading questions.
- ◇ Investigate in any way.

Do

- ◇ Listen.
- ◇ Reassure the child.
- ◇ Tell them you will have to tell Mrs Leung or Miss Handley.
- ◇ Write a true and accurate account of the disclosure.



Please follow the advice in this leaflet and keep yourself and our children safe!