

### Safe working practices at Fairholme Primary School

- Provide a good example and be a positive role model by being respectful, fair and considerate to all.
- Treat all children equally – never build a ‘special relationship’ or favour a particular child above all others.
- Ensure that, when working with individual children, the door is always left open, or that you can be visible to others.
- Do not photograph children (unless requested to do so by school staff on a school device), exchange emails, text messages or phone numbers, or give out your own personal details.
- Do not receive or give gifts unless arranged through the school.
- Only touch children for professional reasons and when this is necessary and appropriate for the child’s wellbeing and safety.
- Listen carefully to children.
- Report any concerns to the designated safeguarding lead or a senior member of staff.

### Allegations

Any allegations should be reported to the Headteacher.

If the concerns are about the Headteacher, please inform the Chair of Governors, who can be contacted through the school office.

At Fairholme Primary School, we are committed to safeguarding and promoting the welfare of children and young people. We expect all members of the school and its community to demonstrably share this commitment, promote our aims and model our values.

#### Our School Values

Respect  
Honesty  
Responsibility  
Kindness  
Self-belief  
Aspiration

#### **Designated Safeguarding Lead:**

Miss Catherine Bridger  
Deputy Headteacher

#### **Deputy Designated Safeguarding Lead:**

Mrs Raj Kaura  
Senco

#### **Chair of Governors, with responsibility for safeguarding and child protection:**

Mrs Jenny Capstick, MBE

**Everyone has a responsibility to make sure that children within Fairholme Primary School are safe. PLEASE DO NOT DECIDE TO DO NOTHING OR LEAVE SCHOOL WITHOUT TELLING SOMEONE.**



**Fairholme Primary School**

## **Safeguarding and Child Protection Procedures**

Fairholme Primary School  
Peacock Avenue  
Bedfont  
Middlesex  
TW14 8ET

Tel: 020 8890 2584

Email: [office@fairholme.hounslow.sch.uk](mailto:office@fairholme.hounslow.sch.uk)

More information about our safeguarding and child protection procedures can be found on our web site  
[www.fairholme.hounslow.sch.uk](http://www.fairholme.hounslow.sch.uk)

### **Volunteers/Visitors Responsibility**

All those who come into contact with children through their everyday work whether paid or voluntary are responsible for their own actions and behaviour. You should avoid any contact which would lead any reasonable person to question your motivation and intention. At Fairholme Primary School we all have a duty to safeguard and promote the welfare of our children.

### **Identity badges**

All visitors to Fairholme Primary School must either wear their visitors badge received from the school office or their agency/school's identity badge. Any adults without a badge will be challenged.

### **Worried about a child?**

Abuse (physical, sexual, emotional) or neglect can have a damaging effect on a child's health, educational attainment and emotional well-being. Some changes in a child's behaviour may not necessarily indicate that a child is suffering abuse or neglect. In some cases those changes may be symptoms of a hidden disability, undiagnosed medical condition or changes in medication.

If whilst working with a child you become concerned about:

- Comments made by a child;
- Marks or bruising on a child;
- Changes in a child's behaviour;

Please report these concerns to the class teacher or phase leader, who, if they feel it is appropriate, will pass the information onto the school's **Designated Safeguarding Lead**.

### **DBS certificates**

All staff, including supply staff, regular visitors and volunteers are subject to Disclosure and Barring Service (DBS) certificates. This is to help ensure that unsuitable people are prevented from working with children. Advice about DBS certificates and List 99 checks is available from the school office.

### **Please follow our Code of Behaviour:**

**Do** treat everyone with respect.

**Do** provide an example you wish others to follow.

**Do** remember that someone else might misinterpret your actions, no matter how well intentioned.

**Do** plan activities so that they may involve more than one person or at least are in sight or hearing of others.

**Do** respect a child's right to privacy.

**Do** act as an appropriate role model.

**Do** provide access for children and adults to feel comfortable enough to point out attitudes and behaviours they do not like, and try to provide a caring atmosphere.

**Do** not jump to conclusions without checking facts.

**Do** not permit abusive activities, e.g. bullying, ridiculing.

**Do** not play physical contact games, make inappropriate banter with the children.

**Do** not make suggestive remarks, gestures or tell sexist, racist or homophobic jokes.

**Do** not rely on your good name to protect you. It may not be enough.

**Do** not believe it could not happen to you. **It could.**

### **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 ask direct questions.
- Re-assure 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 Headteacher in order that you can help them.
- Do not interrogate the child or ask leading questions.
- Re-assure the child that it is not their fault.
- Stress that it was right to tell.
- Make them aware that their disclosure will be reported only to those that need to know and can help.
- Record details of the disclosure immediately, including wherever possible the exact words or phrases used by the child. Sign and date the record.
- Report your concerns and give your written record to the **Designated Safeguarding Lead/Headteacher** to enable the matter to be dealt with in the most appropriate way.
- Be aware of your own feelings about abuse and find someone you can share your feelings with once the procedures have been completed.

It is important to remember the children's details and names must remain **confidential** and any discussion that you feel you need to undertake does not allow the child to be identified to anyone else.