

# **SAFE GUARDING CHILDREN AT BRUNSWICK PARK PRIMARY SCHOOL**

Everyone at Brunswick Park Primary School works together to ensure that children and young people are kept safe by contributing to:

- providing a safe environment for children and young people to learn; and
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and at the school.

## **Guidelines for Staff**

If you think a child or young person at Brunswick Park Primary School is in need because they are suffering or likely to suffer significant harm, you **MUST** do the following.

1. Make a note of what you have seen or been told.
2. Don't make assumptions – keep an open mind.
3. Don't ask any leading questions and don't cross-examine the child. Only ask simple and open questions – Who? What? Where? When? etc.
4. Don't physically examine the child (other than in an emergency when no first aider is available).
5. **NEVER** promise to keep "secrets". Explain that you can listen to them, but make it clear that if you perceive that they are in any danger of harm then you will have to seek advice because you have a duty to protect children and young people. Reassure them that they can be helped and kept safe.
6. Maintain confidentiality for the child or young person. Be discreet – do or say nothing that may place the child or yourself at risk.
7. It is normally the role of the Designated Safeguarding Lead to ring home or contact Children's Social Care services.
8. Act quickly and share the information with your Designated and/or Deputy Designated Safeguarding Lead at Brunswick Park Primary School. They are:

**DESIGNATED SAFEGUARDING LEAD: Andrea Inniss-Griffith**

**DEPUTY DESIGNATED SAFEGUARDING LEAD(S): Susannah Bellingham & Thomas Moudiotis**

Please inform any member of the Designated Team in the first instance.

9. In the unlikely event that none of the Designated Safeguarding Leads are available and you are extremely concerned about the safety of a child, then see Anna Newbold (Asst. Head: EYFS & KS1), Caroline Campion (Asst. Head: Inclusion) or Susanna Renwick-Joyce (SENDCo).
10. If the disclosure or your concern relates to a member of staff, this must as soon as possible be shared with the Headteacher or the Designated Safeguarding Lead if the Headteacher is not available and nothing should be said to the colleague involved. It must be shared with the Chair of Governors if it relates to the Headteacher.

If you are in any kind of doubt about procedures for Safeguarding Children, then please see Andrea Inniss-Griffith straight away.

**KNOW YOUR PROCEDURES – THEY ARE YOUR BOUNDARIES. THEY ARE THERE TO PROTECT YOU AS MUCH AS TO PROTECT CHILDREN.**

The School's Safeguarding Policy contains more detailed information about safeguarding children and can be accessed online on the school's website. All staff and volunteers should protect themselves by following the school's code of conduct for staff. Safe professional practice is vital for ensuring that they do not place themselves at risk.