

Summary

No person should suffer harm, either at home or at school. Everyone who works in our school has a responsibility to make sure that all our pupils are safe.

This leaflet has been given to you to ensure you understand what is expected of you. Please ask a member of the school's Child Protection Team if there is something you are unsure about.

Please keep this leaflet in a safe place so you can read it again and access the information inside, as need be.

If you are worried about the safety of any person (child or adult) in our school, you **must** report this to the Designated Person for Child Protection or a member of his Child Protection Team (see back panel of this leaflet for more information).

Alarms

If a **fire alarm** sounds, please evacuate the building by the closest exit as quickly as possible and move to the school playground wall backing onto Hendon Lane.

For a **lockdown**, an alert will be given over the tannoy. Please secure the room you are in as best possible and stay out of sight until support arrives.

In the event of an **invacuation**, there will be a tannoy alert and you will be directed to the school hall, to remain there with all staff and pupils until support arrives.

In the event of an **evacuation**, there will be a tannoy alert and you will be directed by security personnel and senior staff, which exit to take with staff and pupils and to where.



Pardes House Primary School

Designated Safeguarding Leads

Rebbe S Roitenbarg (Menahel)

Mrs Z Steinberg (EYFS Leader)

Deputy DSLs

Rabbi J Sager (Headteacher)

Rebbe Z Aisenthal (Sgan Menahel)

Mrs B Davis (Pastoral Leader)

Safeguarding Governor

Mr Ricky Noimark

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Pardes House Primary School

Safeguarding & Child Protection

Guidance for temporary staff,
visitors and volunteers

Raison D'etre

'All those who come into contact with children in their everyday work do have a duty to safeguard and promote the welfare of children and should be aware of procedure to follow.'
(Children Act 2004)



CHILD PROTECTION TEAM

Members of the school's Child Protection Team (CPT)



Rebbe S Roitenberg
Menahel
& Designated
Safeguarding Lead



Mrs Z Steinberg
EYFS Leader
& Designated
Safeguarding Lead



Rebbe Z Aisenthal
Sgan Menahel
& Deputy DSL



Rabbi J Sager
Headteacher
& Deputy DSL



Mrs B Davis
Pastoral Leader
& Deputy DSL

What are my responsibilities as a temporary member of staff, therapist or volunteer?

All those who come into contact with children through their everyday work, whether they are permanent staff, temporary staff, peripatetic/visiting staff (e.g. therapists) or volunteers, have a duty to safeguard and promote their welfare.

This includes the duty to protect them from harm, or any form of abuse, including exposure to extremism or domestic violence. Our Child Protection policy is available from the school office.

What might I notice or become aware of?

You may notice that a particular situation puts one or more children at risk of harm, e.g. accident, injury or wandering off alone when of site. You may notice behaviour by another person that you think could harm children.

You may become aware while working with a pupil that there are some problems at home or elsewhere that give you a cause for concern. They may tell you something yourself that makes you concerned.

You may notice unexplained marks or bruising, or changes in their behaviour or demeanour. For example, they may display uncharacteristic aggressive behaviour, become withdrawn and uncommunicative or be unable to concentrate.

What should I do if I am worried about a pupil?

In most situations it would be appropriate to discuss your concerns initially with a teacher who is present. If this is not possible or you feel this is inappropriate, we have a designated person specially trained in child protection who will know what to do. You should report your concerns to them straight away. They will deal with the matter. Their name is on the back of this leaflet.

What should I do if a pupil tells me they are being harmed or abused?

Although this is very unlikely, it is important to know what to do if it happens.

Listen to the child, without making judgements. Take what he tells you seriously; people rarely lie about such matters. Explain that you can't keep the information secret and must pass it onto someone who will know what to do.

Don't interrogate the child or ask leading questions such as "what did he do next?" try to convey to the child that he is not to blame for anything that has happened, though at the same time avoid criticising the alleged abuser. Don't make promises that you can't keep but tell the child what you are going to do.

Find the designated person(s) as soon as possible and give the information to him/her. Make a written record as soon as possible of the name of the pupil, what he said (in his own words as much as possible), and the date, time place when he told you. Sign, date and time it and give it to the designated person.

What should I do if an allegation is made against a member of staff?

You should report such allegations immediately to the designated person.

How do I ensure that my behaviour is always appropriate?

Appropriate relationships with pupils should be based on mutual trust and respect.

In exceptional cases it may be appropriate for permanent members of staff to use limited touch with pupils, or when a pupil has been hurt. However visitors and temporary staff should always avoid touching pupils. Do not use any form of physical restraint or chastisement. Please avoid being overly familiar with pupils as this can be easily misinterpreted. We have a policy of physical contact at all between male and females unless completely unavoidable and necessary for work/.

If you work with a pupil on your own, always ensure that the door is left open or that you can be visible to others. Don't make arrangements to meet a pupil outside school without consulting us first. Do not photograph pupils for your own use or on a personal device, exchange personal emails or text messages, or give out your personal details. More detailed guidance can be found in our various safeguarding policies – available on request.