

Safeguarding Team at Howitt Primary Community School

Designated Safeguarding Leads

Lynn Pilling and Ellinor Edgeley



Mrs L Pilling

Mrs E Edgeley

Deputy Safeguarding Lead

Mrs C Rhodes



Mrs C Rhodes

Safeguarding Governors

Mrs C Woods and Mrs J Bowley



Mrs C Wood

Mrs J Bowley

Your responsibilities.

We hope that you have an enjoyable visit to Howitt Primary Community Primary School. To assist with our safeguarding duties please remember the following:

- If you become concerned about something a child says, marks or bruising on a child, changes in a child's behaviour or demeanour you must inform a Designated Safeguarding Lead.
- If you feel that a child may be at risk of harm but are not sure then inform a Designated Safeguarding Lead immediately who will offer advice and take appropriate action.
- Avoid physical contact with any child unless you are preventing them from immediate harm.
- You must never exchange personal contact details with a child or parent or arrange to meet them outside of the school environment.
 - The use of phones or cameras to take photographs is not permitted unless prior permission has been sought.
- All users of the school systems and Wi-Fi must comply with the Acceptable Use of IT policy. Please sign and return the form to the office, keeping a copy for your records.
- Please report any accident to Reception.

Howitt Primary Community School



Safeguarding leaflet for staff and visitors.

A guide for staff and visitors
to our school.

What to do if I am worried about a child.

If you become concerned about something a child says, marks or bruising on a child, changes in a child's behaviour or demeanour you must inform the Designated Safeguarding Lead.

If you feel that a child may be at risk of harm but are not sure then inform one of the Designated Safeguarding Leads immediately who will offer advice and take appropriate action.

Child abuse happens to all children regardless of gender, culture, religion, social background and those with or without a disability. Sometimes a child may disclose information to you. If this happens then the following actions must take place:

- React calmly, do not look shocked, upset or angry.
- Listen carefully to the child, particularly what is said spontaneously.
- Do not promise confidentiality. Explain to the child that you will need to pass on the information if you are worried about their safety.
- Make an accurate note of what the child tells you, dated and timed on the concern sheet and pass the note to the Designated Safeguarding Lead. Concern sheets are available from the school office.

Howitt Primary Community School is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and Governors to share this commitment.

This leaflet will give you some useful information.

A copy of the school's safeguarding policy is located in the school office and is available on the school website.

To help keep our children safe you need to be aware of the following issues:

ABUSE -Any form of maltreatment of a child.

PHYSICAL ABUSE-A form of abuse of a child which may involve hitting, shaking, throwing, burning or suffocating which causes physical harm.

EMOTIONAL ABUSE- Persistent emotional maltreatment which can affect a child's emotional development.

SEXUAL ABUSE- Forcing or enticing a child to take part in sexual activities.

NEGLECT- The persistent failure to meet a child's physical or psychological needs.

BULLYING- Behaviour by an individual or group that intentionally hurts a child, in real life or online.

Visitor Procedures

- When you arrive at school please press the buzzer and wait for a member of the office staff to answer.
- All visitors must sign in at Reception in the main office of the school and be issued with a Visitor Pass which must be worn at all times.
- Visitors are requested not to use mobile phones or cameras in sight of the children.
- Visitor toilets are located on the corridor along from the office.
- If the fire alarm sounds please leave the school by the nearest exit and assemble on the school playground.
- Please ask the office if you have any first aid requirements.
- All visitors must sign out at Reception when they have completed their visit, returning the Visitor pass at the desk.