

### Useful links:

BCSSP - BANES Community Safety & Safeguarding Partnership: <https://bcssp.bathnes.gov.uk>

Keeping children safe in education - GOV.UK ([www.gov.uk](http://www.gov.uk))

Working together to safeguard children – GOV.UK ([www.gov.uk](http://www.gov.uk))

Bullying: [www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)

Child Sexual Exploitation: [www.ceop.police.uk](http://www.ceop.police.uk)

Children Missing Education: Children missing education – GOV.UK ([www.gov.uk](http://www.gov.uk))

NSPCC: NSPCC | The UK children's charity | NSPCC

Online safety: [www.saferinternet.org.uk](http://www.saferinternet.org.uk) or [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

Domestic abuse: Domestic abuse: how to get help – GOV.UK ([www.gov.uk](http://www.gov.uk))

Prevent: Prevent duty guidance – GOV.UK ([www.gov.uk](http://www.gov.uk))

FGM: Female genital mutilation – GOV.UK ([www.gov.uk](http://www.gov.uk))



## Swainswick Church School

### Safeguarding information for visitors

#### Our most important job is to keep children safe.

Swainswick is committed to safeguarding and promoting the welfare of our pupils. We expect all staff, volunteers, and visitors to share this commitment.

Our vision for Swainswick is a school where all children are known and valued as unique individuals, where differences are respected and celebrated.

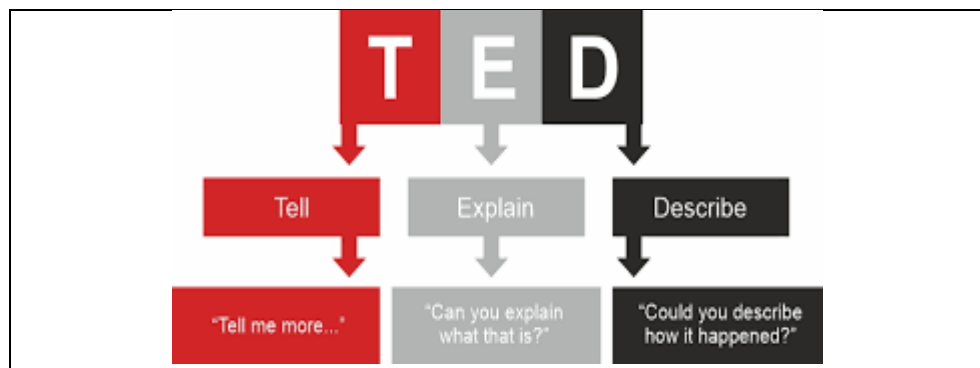
With community and childhood at the heart, our school intentionally nurtures kindness towards one another and believes that children thrive only when their wellbeing is held at the core of their journey.

We believe in our children, and through imagination, high expectations and challenge, we inspire them to reach their fullest potential, and develop an intrinsic happiness in who they are. "The world is big, and we are small, but we can do anything, anything at all!"  
Hazel Class child, age 7

"A Caring Family Where We Grow Together"  
Let your Light Shine - Matthew 5 v 16

#### Our Responsibilities:

- Provide a safe and positive environment for children that promotes their welfare and enables them to achieve their full potential
- Provide safeguarding preventative interventions through PSHE, SMSC, pastoral support and signposting to external agencies
- Foster a community of equality that tackles discrimination and stigma in any form
- Ensure children feel safe, fully understand how to approach adults if they have any concerns and know that these concerns will be effectively addressed
- Ensure a consistent and efficient system of reporting/recording/monitoring/ actioning safeguarding concerns
- Ensure all staff working with children are fully aware of how to identify safeguarding concerns together with how to act upon concerns/disclosures
- Maintain effective working relationships with the B&NES Safeguarding Children Board (BCSSP), Social Care, Police and other external agencies



**Visitor Responsibilities:**

- Report to reception to sign in on arrival and out on departure
- Collect your ID badge from reception and ensure this is always visible
- Behave in a safe and respectful manner at all times
- Follow the procedures detailed in this document if you have any safeguarding concerns
- Understand that mobile phones or any devices that record images/videos are not permitted

**Designated Safeguarding Lead:****Grant Swarbrooke (Headteacher)****Deputy Safeguarding Leads:**

| Louise Didcott | Jessica Hitchcock |
|----------------|-------------------|
|                |                   |

**All staff, governors and volunteers must attend a safeguarding briefing with the Headteacher.**

**If a Child Discloses:**

- Listen to what is being said without displaying emotion
- Allow the child to talk freely and do not ask direct/leading questions (Tell, Explain, Describe – see diagram below)
- Re-assure the child but do not make promises about confidentiality
- Re-assure the child that it is not their fault
- Reinforce that they have acted in the correct manner by informing you
- Consider positioning to child and body language
- Record details of the disclosure verbatim and as soon as appropriate
- Submit record using CPOMS (not for visitors)
- Report your concerns to safeguarding team/contact the Police if high risk
- Be aware of your own response to the disclosure/seek appropriate support

**Emergency Procedures:**

On hearing the fire alarm (a continuous bell) please follow your host to the nearest exit where you should make your way to the playground where you will be accounted for by a member of the office. Additional alarm systems are in place in the event of a 'Lockdown' where you will be directed into the closest secure room and should remain calm until the 'All clear' is provided.

**Whistle Blowing**

If you have any concerns about the procedures in place in relation to safeguarding children, then the following steps should be taken:

- If the concern relates to procedures or staff, contact the DSL Grant Swarbrooke with details of the concern.
- If the concern relates to the Headteacher, contact the Chair of Governors Shannon Carr-Shand [Shannon.carrshand@swainswick.bwmat.org](mailto:Shannon.carrshand@swainswick.bwmat.org)

If it is necessary to consult outside the Academy, contact the Local Authority Designated Officer (LADO) 01225 396810.

**Key Contacts:**

If a child or young person is in immediate danger then please dial 999 and ask for police assistance.

If you think a child or young person is at risk of significant harm, and it's out of hours, please call the Emergency Duty Team on 01454 61 51 65.

Children's Social Work Services on 01225 39 61 11 or 01225 47 79 29 (weekdays, 8.30am to 5pm, except Fridays when we're closed from 4.30pm)

NSPCC: 0800 500 8000 or Childline: 0800 1111