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| Introduction  Safeguarding and Child Protection are the most important work we do at Pendragon Primary School and we ask that ALL adults on school site work with us in this.  Regardless of whether you are a school, employee, self-employed teacher or tutor, volunteer, governor, visitor, contractor or any other adult onsite we ask and expect that the guidelines set out in this information leaflet are followed.  Access to Visitors  All adults who work regularly with our children must undertake a Disclosure and Barring System (DBS) check, which must be completed before they come onsite.  Visitors who have completed a DBS check elsewhere will be requested to show details of this and a copy of suitable identification will be made.  Adults who are visiting on a ‘one off; basis, without DBS details will be asked to sign in and out and must be accompanied by a member of staff at all times whilst onsite.  Visitors will be asked to wear a visitors lanyard whilst onsite.  All adults in school must not be with a child in areas where they cannot be seen by others.  Physical Contact  Physical contact with children in school is  not appropriate.  G:\Logos-dragons etc\REACh_LOGOS\REACh_COLOUR.jpg  Radicalisation & Prevent  As part of the government’s anti-terrorism Prevent Strategy, adults working in school have a duty to report children at risk of  being radicalised.  This includes any prejudice related  behaviour or comments, which should  be reported to a member of staff as soon  as possible. | First Aid  If you encounter a child with any medical concerns or who seems ill, they should be referred to the school office, where a qualified First Aider will be available to assess them.  In case of an accident or emergency, do not move the child but send someone to the office to fetch a First Aider.  Health & Safety  The school is regularly audited to ensure that the site is safe for all school users. However, you have a responsibility to ensure that your actions do not endanger children or adults in school.  Please report anything you feel to be a H&S issue to the headteacher or office staff.  Trips & Visits  All activities which involve taking children  off the school site are risk-assessed and must operate in-line with the school’s Educational Visits Policy.  Adult helpers will be briefed by the trip leader and safeguarding must be the priority throughout.  What to do if a child needs to talk  If a child begins to tell you about something that is happening to them that gives you cause for concern, you should;   * Let them know you want to make sure they are safe; * Tell them you will need to pass on what they tell you to help keep them safe, **NEVER promise to keep a secret;** * Listen carefully and try not to ask questions; * Report what you have heard to a member of staff as soon as possible.   Whistle-blowing  If you have reason to believe that any member of staff, or other adult working in school, has acted inappropriately this must be passed on to either the head teacher or Mrs Nichols, Chair of Governors ([bnichols@pendragon.cambs.sch.uk](mailto:bnichols@pendragon.cambs.sch.uk)). Whistle-blowing will be dealt with sensitively and with appropriate confidentiality, in-line with the school’s Whistle-blowing Policy.  Mobile Devices  Personal mobile devices with cameras should not be used in areas of the school where there are children. | What to do with a concern  If you have ANY concerns about a child’s welfare this must be reported as soon as possible to a member of staff, who will pass  On the info, or direct you to Miss Shaw Designated Safeguarding Lead and Headteacher  Mrs Brown Designated Safeguarding Deputy Headteacher  You may want to, or be asked to, also complete a ‘Log of Concern About a Child’s Welfare’. These can be obtained from the school office or any staff.  **No concern is too minor to report and will always be dealt with sensitively and with appropriate confidentiality.**  Things to report include:   * A child’s remarks about violence or inappropriate actions at home; * Unusual bruising, marks or injuries; * Inappropriate sexual actions or knowledge; * Regular hunger or unkempt appearance; * Anything else which may cause you concern or worry about a child.   If Miss Shaw or Mrs Brown can’t be contacted, concerns can be reported to the Referral Centre on 0345 045 5203      Safeguarding &  Child Protection  A quick guide to Pendragon School’s practice and procedures.    Pendragon Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |
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