

Safeguarding Statement

St James' C of E Junior School is committed to safeguarding and promoting the welfare of our children and requires all staff, volunteers and visitors to share this commitment.

Visitor Procedures

- All visitors must sign in at the main reception
- All visitors will be issued with an appropriate pass which must always be displayed whilst on the site.
- Visitors will be asked to remain under the supervision of a designated member of staff whilst on site.
- All visitors must sign out at the main reception before leaving the site
- Visitors wishing to see a member of staff should contact the school to make an appointment. If you are seeking an urgent appointment, please report to the main reception and we will arrange for you to see a member of staff.

E-Safety

Mobile Phones - To protect our children we respectfully ask that you do not have your phone out or use it during your time in the school building. If this is an issue, please contact a member of staff on arrival.

Photographs - Under no circumstances should you take photographs of our children whilst at our school unless you have permission from the Headteacher.

Designated Safeguarding Leads

If a child makes a disclosure or you have any concerns about a child, please report to one of the school **Designated Safeguarding Leads**.

Mrs E Gardiner – Designated Safeguarding Lead/Operational Headteacher



Mr Simon Millington – Deputy Designated Safeguarding Lead/Executive Headteacher



Mrs E Faulkner - Deputy Designated Safeguarding Lead/Inclusion Lead



Miss E Kirby - Deputy Designated Safeguarding Lead/EAL Co-ordinator



St James' C of E Junior School



Upton Street, Gloucester GL1 4JU
Telephone: 01452 520714

Please contact:

Admin - Mrs Hayward

Admin@st-james-jun.gloucs.sch.uk

Finance - Mrs Wheeler

Finance@st-james-jun.gloucs.sch.uk

Inclusion Lead/SENCO - Mrs Faulkner

Efaulkner@st-james-jun.gloucs.sch.uk

What do I do if I am worried about a child?

If you become concerned about:

- Something a child says
- Marks on a child
- Changes in a child's behaviour or demeanour Please report these concerns to the class teacher or a member of school staff who, if they feel appropriate, will pass the information on to one of the school's Designated Safeguarding Leads. Child abuse can happen to all children regardless of gender, culture, religion, social background and those with or without disability.

What do I do if a child discloses they are being harmed?

Whilst this can be an alarming situation it is important that you know what to do in such an eventuality and for you to stay calm and controlled.

- Listen carefully to the child, particularly what is said spontaneously
- Remember not to show shock or disbelief
- Do not promise confidentiality. Reassure the child but do not make promises that might not be possible to keep
- Reassure the child that you will tell the teacher or Head Teacher who will be able to help them
- Do not interrogate or ask leading questions
- Reassure the child that it is not their fault; stress that it was right to tell.

- Record carefully what the child says in their words including how and when the account was given.
- Be aware of your feelings about abuse and find someone to share your feelings with once the procedures have been completed.

Visitor Code of Conduct

- Treat everyone with respect
- Provide an example you would wish others to follow
- Remember someone else may misinterpret your actions no matter how well intended
- Do not jump to conclusions without checking
- Do not permit abusive activities such as bullying or ridiculing
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others
- Do not make suggestive remarks, gestures, or tell sexist, racist or homophobic jokes
- It is best not to do anything for a child that he or she can do for him/herself
- Always tell someone if a child touches you or speaks to you inappropriately.

If you are concerned about the conduct of a member of staff during your visit the following actions must take place:

- Immediately inform the DSL.
- In their absence, immediately inform the Deputy DSL.



St James C of E Junior School

A Guide to Safeguarding for all School Visitors and Volunteers