

## Safeguarding Briefing

As a visitor, volunteer or an employee of an outside agency who works in our school, you have been provided with this information to help you understand your role in keeping our children safe. Should you have any questions regarding safeguarding, please speak to one of the Safeguarding Team in school.

**“Safeguarding and promoting the welfare of children is everyone’s responsibility.” (Keeping Children Safe in Education, 2022)**

### What to look out for

Everyone should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label.

Abuse is a form of maltreatment of a child, where somebody may abuse or neglect a child by inflicting harm or failing to prevent harm. It can take the form of:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Abuse online

### Actions to Take Where You Have Concerns

- Speak to one of the Safeguarding Team as soon as possible.
- With one of the DSLs, record your concern on our school CPOMS system.
- If you feel the child is in immediate danger, or at risk of harm, and you cannot liaise with a DSL or a senior member of staff, you should make a referral to The Multi-Agency Safeguarding and Support Hub (MASSH) on 0161 217 6028 or call the police immediately. Please let school know as soon as possible if this is the case.
- Anyone can raise concerns about unsafe practice and potential failures in the school’s safeguarding procedures with Mrs Kendrick. If your concerns are about the Headteacher please write to the Chair of Governors, Mr Paul Gibson.
- Please be advised that any information you provide will be treated in confidence, and you are expected to maintain confidentiality about any concerns you have, only discussing them with the staff named above.

***Please maintain an attitude of “it could happen here” at all times where safeguarding is concerned.***

***Thank you for keeping our school community safe.***

## The Safeguarding Team at Hursthead Junior School

Designated  
Safeguarding  
Lead:

Miss Potter



Deputy Designated  
Safeguarding  
Leads:

Mrs Kendrick  
Ms Taylor



# Safeguarding

## Code of Conduct for

### Visitors, Volunteers, Contractors and

### Employees of Outside Agencies

This code of conduct is based on our staff code of conduct and is designed to keep both you and our children safe. We expect all members of the school community to also act with personal and professional integrity, respecting the safety and wellbeing of others. You will be required to sign to say that you have read and understood the details.

Thank you for keeping our school community safe.

- Inappropriate or offensive language will not be tolerated– everyone should be treated with dignity and respect.
- If you are required to work 1-1 with a pupil, ensure that this takes place in a public place where you can be seen. Also ensure that another member of staff knows that this meeting is taking place.
- The use of mobile phones must be limited and not be used in front of pupils or in the vicinity of pupils. Taking photographs or video imagery of pupils is strictly prohibited on personal devices in school grounds.
- USB sticks must not be used on school devices.
- Personal contact details should not be exchanged between adults and pupils. This includes social media profiles.
- All areas of the school are non-smoking zones (this includes vaping).

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