

DBS and BARRING CHECKS

All staff, including supply staff and regular visitors, are subject to DBS and barring checks.

This helps to minimize the risk of unsuitable adults working with children.

IDENTITY BADGES

All visitors within The Spires must wear their visitor badge at all times. Any adults without a badge will be challenged by school staff.

CONCERNS ABOUT A CHILD

Abuse whether physical, sexual, emotional or neglect can have a damaging effect on a child's health, educational attainment and emotional well being. Some changes in a child's behaviour may not necessarily indicate that a child is suffering abuse or neglect. In some cases those changes may be symptoms of a hidden disability, undiagnosed medical condition or changes in medication.

If, whilst working with a child, you become concerned about: comments made by a child; marks or bruising on a child; or changes in a child's behavior, discuss your concerns with the school's Designated Safeguarding Lead, Louise Bethel or Mathew Priedt who is our Deputy Safeguarding Lead. A course of action will be

First Aid

At The Spires all members of staff have undertaken further training and are qualified first aiders. In case of emergencies report to either The School Business Administrator: Stephanie Lawrence or Louise Bethel:

Fire Safety

To ensure all pupils and staff feel safe we have fire drills each term at The Spires. All volunteers and visitors are shown our fire safety procedures on their initial visit. We also have three members of staff who are trained as Fire Marshalls.

**THE SPIRES
SCHOOL LANE
SALISBURY
SP1 3YA
Headteacher:
Louise Bethel**

Guidelines for Safe working at The Spires



**Five Rivers.
The Spires**

CODE OF CONDUCT

All visitors are asked to read this leaflet before signing in and gaining access to our school. You are agreeing to follow our policies and procedures to ensure the children of The Spires are safe.

Mrs Louise Bethel is our Headteacher and Designated Safeguarding Lead (DSL)
Mr Mathew Priest is our Deputy Designated Safeguarding Lead (DDSL)
Mrs Pam McConnell is our CEO and responsible for Safeguarding Governance.
Any concerns please contact the school on 01722 830449 or alternatively email Louise using the address: Louise.bethel@five-rivers.org

If a child is in immediate danger or risk of harm a referral will be made to Children's social care and /or the Police immediately.

VOLUNTEERS / VISITORS RESPONSIBILITY

All those who come into contact with children through their everyday work, whether paid or voluntary, are responsible for their own actions and behaviour. At The Spires everyone has the responsibility to safeguard and promote the welfare of our pupils. You must provide a safe environment in which children can learn. Everyone should be familiar with signs of abuse, threshold and referral processes. You should identify children who may benefit from early help and speak to the Wiltshire Early Help Team (FACT) or advice. You can be a positive role model by being respectful, fair and considerate to all. You treat all children equally and respect their right to privacy. You dress appropriately for working with young children.

When working with individual children, you ensure they are visible to others. You only use school equipment to photograph pupils. You only exchange personal emails, text messages, phone numbers or any other personal information with adults in the school. You seek permission from SLT to give or receive gifts from children. You promote a culture where children and adults feel comfortable to highlight attitudes and behaviours they do not like. You use positive language that promotes our Pro-active approach. You monitor pupils closely when using ICT and report any concerns such as downloading images, sexting etc to the Headteacher and also report concerns of radicalisation and extremism to her too.

You follow the school's policies and procedures regarding safeguarding, behaviour and physical restraint.

Sometimes our actions, although well intended, may be misinterpreted by others. We at The Spires

encourage all in our community to communicate with each other to resolve situations. DO remember that someone else might misinterpret your actions, no matter how well intentioned.

DO NOT make inappropriate comments or have inappropriate verbal banter with the children. DO NOT make suggestive remarks, gestures or tell sexist / racist / homophobic jokes.

ALLEGATIONS

We at The Spires take safeguarding seriously therefore any allegations made against staff at The Spires should be reported to Head Teacher, Louise Bethel.

If the concern relates to the Head Teacher, please inform the Head of Education: Mr James Hall.

OTHER RELEVANT CONTACT INFORMATION

Every adult and child has the right to be treated with dignity, have their choices respected and live a life free from fear, harm and neglect. If you are, or know an adult or child, who is at risk you can talk about your concerns by calling:

**Wiltshire Multi-Agency Safeguarding Hub (MASH)
0300 456 0108 (08:45am-5pm Mon-Thurs) and
(8:45am-4pm) Friday
Emergency Duty Service 0300 456 0100 (5pm -
8.45am)**

If a child is in immediate danger or left alone, you should contact the police or call an ambulance immediately on 999.

Email: LSCB@wiltshire.gov.uk

NSPCC—www.nspcc.org.uk offer a wealth of information and services for different forms of abuse, child trafficking and harmful sexual behaviours.

WHEN A CHILD MAKES A DISCLOSURE

Whilst this can be an alarming situation, it is important that you know what to do in such an eventuality and for you to be able to stay calm and in control. Listen to what is being said without displaying shock or disbelief. Accept what is being said. Allow the child to talk freely, listen. **DO NOT ASK LEADING QUESTIONS.** Reassure the child that they are not in trouble. Stress it was right to tell someone.

Do not promise confidentiality. Explain to the child that in order to keep them safe you have to inform either Louise Bethel or Mathew Priest.

Make them aware that their disclosure will be reported only to those who need to know and can help.

Record details of the disclosure immediately, including, where possible, the exact words or phrases of the child (forms are available from the school office) Do not write opinions, state facts only. Sign and date the record.

Report your concerns and give your written record to the Designated Safeguarding Lead for the matter to be dealt with accordingly.

Be aware of your own feelings about abuse and find someone you can share your feelings with once the procedures have been completed.

Remember we all have a duty to safeguard our pupils and any adult can make a referral to MASH. If you do make a referral please inform the DSL as soon as possible.

IT IS IMPORTANT TO REMEMBER IT IS ESSENTIAL TO UPHOLD CONFIDENTIALITY AND NOT DISCUSS YOUR CONCERNS INSIDE OR OUTSIDE THE SCHOOL APART FROM WITH THE