

## Types of Harm

We all have a responsibility to keep children safe at home and at school. Harm is identified in four ways:

**Physical** - when a child is deliberately hurt or injured.

**Sexual** - when a child is influenced or forced to take part in sexual activity.

**Emotional** - when a child is made to feel frightened, worthless or unloved. This can be shouting, making threats or making fun of someone. It can also be when children witness parents at home shouting or fighting.

**Neglect** - when a child is not being taken care of by their parent or guardian/s. It can be poor diet, poor hygiene, not keeping appointments for additional support, not coming to school or being left at home.

## Emergency Procedures

On hearing the fire alarm:

- In class, follow the instructions of the class teacher and follow the evacuation route.
- If not in class, form a single file and exit through the most direct route. Do not stop to collect belongings.
- Assemble on the All Weather Pitch at the top of the site (Clarence Road).



# Information

for visitors to Saltaire Primary School



Saltaire Primary School

- OUR LEARNING JOURNEY -

***Safeguarding and promoting the welfare of children is everyone's responsibility.***

(KCSiE 2023)

## Welcome to Saltaire Primary School

We are committed to safeguarding and promoting the welfare of children. As such, we expect all staff, volunteers and visitors to share this common commitment.

If you have concerns about the conduct of an adult in school or a safeguarding concern about a child, you should speak with one of the Designated Safeguarding Leads immediately.

### The Designated Safeguarding Leads



**Mr Chris Evans**

Deputy Headteacher  
DSL



**Mr Rob Whitehead**

Headteacher  
DDSL



**Miss Kate Jacklin**

Assistant Headteacher  
Pastoral  
DDSL



**Mrs Nancy Austwick**

Assistant Headteacher  
Early Phase  
DDSL

If you feel that a child may be at risk of harm, inform one of our DSL's immediately. They will listen, offer advice and take appropriate action. Abuse can happen to any child.

A copy of the school's Child Protection and Safeguarding Policy is available in the reception office and the Staff Suite.

A copy of the Safeguarding Policy for Pupils is also available in the reception office and on display in the Aire Hall.

### Keeping ourselves safe:

- All visitors must sign at reception on arrival.
- Visitors will be issued with a lanyard and identity badge which must be visible and worn at all times.
- All visitors should remain in reception until supervised by the appropriate member of staff.
- Mobile phones must not be used in any area of the school where children are present or nearby.
- Photographs must not be taken without prior agreement.
- Be a good role model to our children.
- Report any unacceptable behaviour to a member of our staff.
- When working with children, ensure you are visible to others.
- All visitors must sign out at reception.



**No  
mobile  
phones**

### If a child discloses that they have come to harm or that they might be subject to abuse:

Listen carefully, particularly if spontaneous.

Do not promise confidentiality. Explain our job is to keep them safe and so we need to pass information on.

Do not ask leading questions. Clarify and check by using 'Tell (T), Explain (E), Describe (D). If you feel there may be a concern, ask no further questions.

Reassure the child that they are doing the right thing.

Record carefully on a pink reporting form and speak to the DSL immediately.