

### **SAFE WORKING WITHIN WEST PARK ACADEMY**

- Remember whilst in school all you see and hear is confidential and should **NOT** be shared outside of school
- Provide a good example and be a positive role-model by being respectful, fair and considerate to all
- Treat all children equally - never build a '**special relationship**' or favour a particular child above all others
- Do not photograph children (unless requested by the school staff), exchange emails, text messages and phone numbers or give out your own personal details
- Do not receive or give gifts unless arranged through school
- Only touch children for professional reasons and when this is necessary and **appropriate for the child's well being** and safety

### **ALLEGATIONS:**

- Any allegations should be reported to the Principal
- If the concerns are about the Principal please inform the Chair of Directors

### **SAFEGUARDING LEAD CONTACTS AND KEY ADULTS:**

West Park Academy are committed to safeguarding and meeting the needs of all our children.

#### **Designated Safeguarding Lead:**

Mrs J Ford – Deputy Principal

**Deputy Lead:** Mrs S Hirst - Principal

**Deputy Lead:** Miss H Woodcock

**School Trustee with Responsibility for Safeguarding:** Mr M Jones

**Chair of Trustees at WPA:**

Mr M Jones

**Assistant Principal:** Mrs S Hopper

**Finance Manager:** Mrs E Campbell

**SENCO:** Mrs A Nelson

Everyone has a responsibility to make sure that children within West Park Academy are safe, as 'Every Child Matters'.

#### **PLEASE DO NOT:**

**Decide to do nothing or leave our school without telling anyone**

**Please switch off all mobile devices including phones whilst in school.**

# West Park Academy

## **SAFEGUARDING PROCEDURES**



West Park Academy  
Alderman Leach Drive  
Darlington  
DL2 2GF

[www.westparkacademy.org.uk](http://www.westparkacademy.org.uk)  
01325 380792

**VISITORS LANYARD:**

All visitors to West Park Academy must provide photo identification before signing in and receiving a visitors lanyard that must be worn whilst in school. Any adults without a badge will be challenged.

**DBS CERTIFICATES:**

All staff including supply staff, regular visitors and volunteers are subject to Disclosure and Barring Service (DBS) certificates. This is to help ensure that unsuitable people are prevented from working with children. Advice about DBS certificates is available from the school office. Those visitors without DBS Clearance will wear a RED lanyard and must be supervised at all times.

**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. You should avoid any contact which would lead any reasonable person to question your motivation and intention. At West Park Academy we all have a duty to safeguard and promote the welfare of our children.

**WORRIED ABOUT A CHILD:**

Abuse (physical, sexual, emotional) or neglect can have a damaging effect on a child's health, education 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
- Changes in a child's behaviour

Please report these concerns to the class teacher or phase leader who, if they feel it is appropriate, will pass the information onto the school's **Designated Safeguarding Lead**.

**Visitor Code of Conduct:**

Visitors will be asked to sign our Visitor Code of Conduct available at the Reception Desk. By signing the document you will agree to comply with Child Protection Procedures within West Park Academy, and the Visitors Code of Conduct.

**PLEASE FOLLOW OUR CODE OF BEHAVIOUR:**

- Do treat everyone with respect
- Do provide an example you wish others to follow
- Do remember that someone else might misinterpret your actions, no matter how well intentioned
- Do plan activities so that they may involve more than one person or at least are in sight or hearing of others
- Do respect a child's right to personal privacy
- Do act as an appropriate role model
- Do provide access for children and adults to feel comfortable enough to point out attitudes and behaviours they do not like, and try to provide a caring atmosphere
- Do not jump to conclusions without checking facts
- Do not permit abusive activities e.g. bullying, ridiculing
- Do not play physical contact games, make inappropriate comments or have inappropriate banter with the children
- Do not make suggestive remarks, gestures or tell sexist, racist or homophobic jokes
- Do not rely on your good name to protect you
- Do not believe it could not happen to you

**It Could**

**DISCLOSURE OF ABUSE BY A CHILD:**

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 controlled.

- Listen to what is being said without displaying shock or disbelief. Accept what is being said
- Allow the child to talk freely, listen rather than ask questions
- Re-assure the child, but do not make promises that might not be possible to keep
- Do not promise confidentiality but explain to the child that you have to tell their teacher or Principal in order that you can help them
- Do not interrogate the child or ask leading questions reassure the child that it is not their fault
- Stress that it was right to tell
- Make them aware that their disclosure will be reported only to those that need to know and can help
- Record details of the disclosure immediately, including wherever possible the exact words or phrase used by the child. Sign and date the record if written. Report your concerns and give your written record to the Designated Safeguarding Lead/Principal to enable the matter to be dealt with in the most appropriate way
- Be aware of your own feelings about abuse and find someone you can share your feelings with once the procedures have been completed

**It is important to remember the children's details** and names must remain confidential and any discussion that you feel you need to undertake does not allow the child to be identified to anyone else.