



take action
Safeguarding
Children



Welcome to our School

If this is your first visit to Hardenhuish then the Headteacher and her staff would like to extend a very warm welcome to you. You might be here as a prospective parent for a tour of the school, you might be here as a volunteer helping pupils with their reading, you might be here for a teachers' meeting, you might be here on interview, you might be here as a trainee teacher or supply teacher. Whatever your reason for being here, we hope that your time with us will be a pleasant one.

We ask all first time visitors to spend a little time reading this information booklet which is designed in accordance with our safeguarding procedures.

We will keep a record of you having read the booklet and, on subsequent visits, you will not be required to sign that you have read it.

Thank you

At Hardenhuish School we have rigorous child protection procedures based on a clear policy designed to make sure children and young people *are safe and feel safe*.

All staff are inducted into our safeguarding procedures and receive child protection awareness training according to LA guidelines. We take seriously our responsibility in

- Preventing children being abused
- Identifying signs and symptoms of abuse
- Recording incidents, issues and concerns over time

We are aware that safeguarding is not just about protecting children from deliberate harm. It includes:

- Pupils' health and safety
- All aspects of behaviour such as bullying, racist and homophobic abuse, harassment and discrimination, both in school and travelling to and from school
- Use of physical intervention
- Meeting the needs of pupils with medical conditions
- Providing first aid
- Drug and substance misuse
- Educational visits
- Intimate care
- Internet safety
- School security

Whilst you are here with us in school, you also have responsibility for children's safety and well being.

It is possible that during your visit, especially if you will be in the school on a regular basis, you might come across some of the safeguarding issues highlighted above. It is even possible that a child might choose you as the person he/she would like to speak to about something that is happening to them. Or you might become aware of marks or bruises on a child, something odd that they say or that their personal hygiene is not as it should be.



At the very least you should report any concerns you have to the main reception who will contact the designated teachers for safeguarding, namely the following:

Jo Glossop (Designated Safeguarding Lead and Assistant Headteacher) - jeg@hardenhuish.wilts.sch.uk

James Woollin (Deputy Designated Safeguarding Lead and Deputy Headteacher) - jmw@hardenhuish.wilts.sch.uk

It would be unlikely for neither of these teachers to be in school but, if that were the case, the concerns will be reported to the child's Pastoral Manager, who will then refer the matter to another member of the Leadership Team.

What if a child should disclose to you?

- It is important to make it clear to pupils that any disclosure they make will be treated with sensitivity, but may need to be shared with other professionals e.g. 'I will only tell those people who need to know.'
- Be prepared to listen and show concern
- Do not put words into the child's mouth e.g. 'Do you mean your dad ...' An open question is required: 'What do you mean?'
- A record of a concern, suspicion or allegation should be made at the time or as soon as possible after the event (N.B. it is not advisable to make a written record whilst a child is disclosing abuse as this may deter the child from speaking)
- Record date and time of the record being made (remember to include the year as this might be accessed by people months even years after being written)
- State exactly what you said and include the actual words spoken by the child where possible
- Your information should be factual or based on fact. Distinguish between fact and your professional opinion. If you record your professional opinion, make it clear what your opinion is based on (e.g. Harry appeared to be frightened. He was shaking as he told me that ...)
- Make a note of what you have done with the information (e.g. 'I consulted the designated safeguarding lead')

To help you make a record of a child-protection incident or concern, the school has a form that takes you through each of the stages listed above. You can get this form from Reception or the designated safeguarding leads.

It is possible that you might think your concern is too vague and based too much on your feelings. It is not unusual to think in this way and the best advice is to speak to the child's Pastoral Manager (Reception will put you in touch with the relevant person), who has an overview of all the children in the year group. Then a decision will be made about whether the matter should be referred to one of the designated safeguarding leads.

What next?

If you have done all of the above, you can leave the rest for the school to sort out. The designated safeguarding leads will decide if this is a case that must be referred to an outside agency and if so will follow all the correct procedures from here on.

But we are aware that being in receipt of a disclosure can sometimes be distressing. We will give you the opportunity to talk about your feelings; this often helps. If you should feel the need to talk about the disclosure to persons outside of school, please remember that the child's details must not be spoken about. Names must remain confidential and any discussion should not enable someone to identify the child who made the disclosure.

You are welcome to read our Child Protection Handbook – a copy will be made available to you on request or can be downloaded from the school website – and if you would like more information, please do not hesitate in speaking to one of the designated safeguarding leads.

Thank you for reading this. Having done so, you are contributing to making Hardenhuish a safer place for everyone.





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