



Fierté Multi Academy Trust
Ankermoor Primary Academy
Safeguarding Children

Guidelines for staff, volunteers & visitors

Everyone at Ankermoor Primary Academy works together to ensure that the children are kept safe by contributing to:

- Providing a safe environment for children to learn.
- Identifying children who are suffering or likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home or at school.

If you think a child or young person at Ankermoor Primary Academy is in need because they are suffering or likely to suffer significant harm - you **MUST** do the following:

1. Make a note of what you have seen or been told on My Concern.
2. Don't make assumptions - keep an open mind.
3. Don't ask any leading questions and do not cross - examine the child. Only ask simple questions - Who? What? Where? When? Etc.
4. Don't physically examine the child.
5. **NEVER** promise to keep " secrets ". Explain that you can listen to them. Make it clear that if you perceive that they are in any danger of harm that you will have to seek advice because you have a duty to protect them.
6. Maintain confidentiality for the young person. Be discreet, do or say nothing that may place the child or yourself at risk.
7. It is normally the role of the Designated Safeguarding Lead / Deputy to ring home or contact Children's Social Care services.
8. Act quickly and share the information with the Designated Safeguarding Lead or another member of the Designated Safeguarding team if they are not available.

DESIGNATED SAFEGUARDING LEAD: **Mr Simon Russell.**

DESIGNATED DEPUTY SAFEGUARDING TEAM: **Mrs Eve Bryan.**

9. If the disclosure or your concern relates to a member of staff, this must be shared with the Head teacher/ Safeguarding lead and nothing should be said to the staff member in question. It must be shared with the Chair of Governors if it relates to the Head teacher.

If you are in any doubt about the procedures for safeguarding children please see Mr Simon Russell or Mrs Eve Bryan straight away.

KNOW YOUR PROCEDURES - THEY ARE BOUNDARIES. THEY ARE THERE TO PROTECT YOU AS MUCH AS PROTECT THE CHILDREN.

The schools Safeguarding Policy contains more detailed information about safeguarding children and can be accessed in the school office, the school website or in the staffroom.

All staff and volunteers should protect themselves by following the school's code of conduct.