

# Protecting from harm

Detailed safeguarding policies can be seen on request; this leaflet is a summary for visitors, new staff and volunteers to this school. Neglect and abuse can happen to any child regardless of gender, race, ethnicity, culture or sexuality. Disabled children and those with SEND are particularly vulnerable. Many children are unable to disclose what is happening to them and they rely on us to interpret their behaviour and spot signs of abuse. A pupil may:

- Have a bruise, burn or injury that seems suspicious.
- Show unusual signs of pain or discomfort.
- Be unnaturally passive or withdrawn.
- Be unpredictable/challenging.
- Seem anxious, fearful or distressed.
- Provide an unlikely explanation for and injury or their behaviour.

## Please remember:

Listen without prejudice.

Do not question a child to secure evidence.

Reassure a child they were right to tell.

Do not promise confidentially but do say you will try to help them.

Record factual details about the disclosure, sign and date the document and pass to the safeguarding team immediately.



## Fire

The fire alarm is tested every Wednesday afternoon at 15:00. If the fire alarm sounds at any other time, leave school by the nearest exit and report to the playground where a register will be taken.

## Health and Safety

Please be aware of your surroundings at all times. If you see anything that you have concerns about, please report it to a member of staff immediately. Please do not carry hot drinks around unless they are in a lidded cup. Please do not leave handbags containing medicines unattended.

## Smoking

Wycliffe is a non-smoking school, in the building, everywhere on site and while in contact with the pupils off-site, this includes e-cigarettes.

## Security

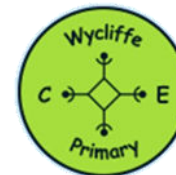
All staff must wear their official identification card at all times once checked in at the office. Please remember to sign out at the end of your visit. Do not open external doors; direct people into the main office and ensure you are not 'tailgated' through the doors when coming in.

## First Aid

Please speak to a member of staff if you require first aid; they will direct you to a first aider. Please take note of first aid notices around school and report any incidents to the school office.

## Mobile phones

**You must not use your mobile phone when you are in school.** Mobiles must only be used in areas where children are not permitted. Your phone must never be used as a camera whilst on any school duties; only school cameras can be used to photograph children and all photography must be approved by school staff.



# Wycliffe CE Primary School

*All Different All Equal*

"LIFE IN ALL ITS FULLNESS"  
(JOHN 10:10)

## SAFEGUARDING PROCEDURES

FOR ADULTS WORKING IN  
OUR SCHOOL

**2024/25**

Wycliffe CE Primary School,  
Saltaire Road,  
Shipley,  
BD18 3HZ

Tel: 01274 584779  
E mail: [office@wycliffe.bdat-academies.org](mailto:office@wycliffe.bdat-academies.org)

**Exec. Headteacher: Mr Gavin Hamilton**

**Interim Head of school : Mr Chris Holdsworth**

## Volunteers '/Visitors' Responsibilities

All those who come into contact with children through their every-day work, whether paid or voluntary, are responsible for their own actions and behaviour. Please take all reasonable precautions when in school to avoid putting yourself at risk. Please familiarize yourself with the location of the fire extinguishers and safe exits from the building and do not climb ladders/lift heavy items unless you are specifically authorized to do so. We all have a duty to safeguard and promote the welfare of our children. You should avoid any contact which would lead to any reasonable person to question your motivation and intention. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to signs of abuse and neglect and follow procedures to ensure children receive effective, timely support, protection and justice. While working in our school we expect you to take care of our pupils and follow our procedures.

### Please follow our Code of Conduct

- Provide an example you wish others to follow—be a role model and treat others with respect.
- Remember that someone else might misinterpret your actions, no matter how well intentioned.
- Remain in sight and sound of others—avoid lone working.
- Respect a child's right to personal privacy.
- Provide access for children and adults to feel comfortable enough to point out attitudes they do not like. Wycliffe is a caring community.
- Report any concerns—no matter how small; they could be significant and/or contribute to a 'wider picture' for the child/children concerned.
- Keep all matters confidential—no discussions outside school unless they have been authorized to take place.



## **Safeguarding Team**

**We have an experienced active and skilled safeguarding team:**

DSL (Designated Safeguarding Lead): Mr C Holdsworth (Interim Head of school & SENCO)

Deputy DSL: Mr G Hamilton ( Exec. Headteacher)

Deputy DSL: Mrs A Ambler (Senior Administrator)

Deputy DSL: Mr N Hussain (Pastoral Lead)

Deputy DSL: Miss C Jukes (Teacher)



All concerns are logged using our internal procedures. These can then be used as supporting evidence in the event that other agencies become involved in supporting families and dealing with issues. Please ensure that ANY concerns are reported to a member of staff immediately—**before** you leave the school site.

All staff and regular volunteers are subject to DBS checks to further ensure everyone's safety. Less frequent visitors are asked to comply with our procedures by signing into our entry system. All visitors will be asked for ID and may be asked to show their DBS when signing into school.



### Mobility/health

Please let us know if you have any health or mobility issues that you need us to be aware of so that we can assist you whenever possible.

### Allegations/Whistleblowing

Any allegations against staff can be made to the Headteacher or a senior representative. If the concerns are about the Headteacher please seek the head of the MAT governing team.

### Social media

Do not exchange personal contact details with pupils and ensure privacy settings on any social media accounts are high. Avoid inappropriate/unprofessional conversations with pupils and staff.

### Gates and doors

It is our collective responsibility to ensure the site is secure. Please close all gates and doors—even if found open, when moving around the school site.

### Physical contact

Avoid any type of physical contact with pupils. If a pupil is distressed, report this to a nearby member of staff who will assist them.

### Immediate/significant harm

Should a situation arise where a child or adult is at immediate risk of significant harm, please ring 999/101 and seek a member of staff's assistance without delay.

## **Vision Statement**

**"Life in all its fullness" (John 10:10)**

Our vision is to ensure that our school family are happy and fulfilled in a creative learning environment. This is flexible and caters to individual needs while developing a life-long love for learning through which all members can flourish. We nurture an aspirational family of hard-working, respectful individuals who work collaboratively.