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

- Accept & listen to what is being said without displaying shock or disbelief.
- Allow the child to talk freely, listen rather than ask leading questions
- Re-assure the child , but do not make promises that might be difficult to keep
- Do not promise confidentiality but explain to the child you have to tell a member of staff so that you can help them.
- Re-assure the child that it is not their fault
- Stress that it was right to say something
- Record details of the disclosure immediately, including wherever possible exact words or phrases used by the child. Sign and date the record.
- Report your concerns and give the written record to the Designated Safeguarding Lead
- It is important to remember that the children's details and names must remain confidential.

Identity Badges & Entering the school

All visitors will be asked to sign in at the Reception Desk where they will receive a visitor lanyard.

All visitors should sign to say they have read and understood the school's safeguarding policy and this leaflet.

Any outside agency (eg Educational psychologist, speech therapist) will be requested to show their identity badge on entrance to the school.

Any adults without a badge will be challenged by a member of school staff.

DBS Certificates

All 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.

Code of Conduct

- Adhere to the school's policies and procedures
- Behave in a mature, safe, respectful, fair and considerate manner
- Treat all children equally
- Provide a good example and a positive role model to children
- Do not embarrass, tease or humiliate children
- Do not put yourself in a compromising position with a child e.g. always leave a door open when working with a child on your own
- Report any safeguarding concerns to the Designated Safeguarding Lead
- Do not leave a child in a position to compromise their safety (if a parent has not collected them).
- Do not volunteer to help if under the influence of medication, which may cause drowsiness
- Be aware of appropriate boundaries and touch with a child

Safe working at Valley End CoE Infant 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 over others

Ensure that when working with children that a door is left open, or that you can be visible to others

Do not photograph children unless asked to by the class teacher and only using the school's camera.

Allegations

Any allegations against a member of staff should be reported to the Headteacher.

If the concerns are regarding the Headteacher the Chair of Governors should be contacted.

Worried about a child?

Safeguarding is everyone's responsibility. Please do not leave the school without having spoken to someone if you have concerns about a child.
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 Designated Safeguarding Lead immediately.

The school is committed to safeguarding and promoting the welfare of children and expects all staff, governors and volunteers to share this commitment

Designated Safeguarding Lead:

Kate Harper-Cole

Deputy Designated Safeguarding Lead:

Gemma O'Neill & Rebecca Dower

The Local Committee member with the responsibility of Safeguarding-: Felipe Manzatucci

Valley End CoE Infant School

Safeguarding Procedures for Visitors 2025 - 2026

If you are concerned about a child please come to see one of our Designated Safeguarding Leads

Designated Safeguarding Lead:
Kate Harper-Cole

Deputy Designated Safeguarding Leads:
Gemma O'Neill & Rebecca Dower