

FAQs

What do I do if I am worried about a child?

It may be the case that a child has said something worrying to you, has unexplained injuries, or you've noticed a change in the child's behavior. If anything raises concerns, please raise them with the class teacher, who (if they feel it is appropriate) will report it to the DSL.

I suspect a child is being abused, but I'm not certain. Should I report it?

Yes, you should always report any suspicions you have. Instead of thinking 'what if I'm wrong?' think 'what if I'm right?'

Where can I find more information on safeguarding?

You can find our full safeguarding policy on our school's website:

www.bookwell.cumbria.sch.uk/safeguarding

For further guidance documents, policies, procedures, referral forms and support, please refer to:

www.cumbriasafeguardingchildren.co.uk

Or call 0333 240 1727

Children have the right to:

- Quality education
- Stay safe
- Be healthy
- Enjoy and achieve
- Achieve economic wellbeing
- Hold and express opinions
- Make a positive contribution

Safeguarding statement

Bookwell School is committed to safeguarding children and promoting their welfare. As such, we expect all parents, visitors and volunteers to share in this commitment.

Bookwell Primary School

Bookwell,
Egremont
Cumbria
CA22 2LT

Phone: 01946 820408

Email: head@bookwell.cumbria.sch.uk

Safeguarding

INFORMATION FOR PARENTS AND VISITORS



Tel: 01946 820408

VISITOR PROCEDURE

All visitors must sign in at Reception. You will be issued with a photo I.D. sticker which must be worn at all times. Visitors will be asked to remain under the supervision of a member of staff whilst on site. Visitors must sign out at the end of the visit, when leaving the site.

Visitors who wish to see a specific member of staff should contact the school to make an appointment prior to arriving as we will likely not be able to accommodate you with short notice. If you require an urgent appointment and are unable to give notice, report to reception and we will arrange for you to see an available member of staff as soon as we can.

VISITOR CONDUCT

Please keep in mind that you will be a role model for children during your visit. As such, we expect you to provide an example you would wish others to follow. Remember that others may misinterpret your actions, no matter how well intended.

Avoid physical contact with children, unless you are preventing them from harming themselves or others. Always tell someone if a child touches you or speaks to you inappropriately.

We do not permit abusive activities such as bullying or ridiculing. If your behavior is deemed inappropriate, you will be asked to leave the school.

Lastly, if you are concerned about the conduct of a member of staff during your visit, please notify the Headteacher of your concerns at the earliest opportunity.

HEALTH AND SAFETY

- In the event of a fire alarm, please use the nearest fire exit and make yourself known to a member of staff.
- All accidents, regardless of severity, need to be reported to a first-aider. These incidents will also be logged in an accident book.

WHAT TO DO IF A CHILD SAYS THEY ARE BEING HARMED

In situations like this, it is important that you stay calm and controlled. Listen carefully to what you are being told, and be take care not to show shock or disbelief. Never promise confidentiality as this is something that you can't provide. Explain to them that you will need to pass on what they told you, but that it will be in their best interests. Do not interrogate them, or ask leading questions. Reassure the child that it is not their fault, and that they did the right thing by telling you.

Carefully record what the child says in their own words, including how and when the account was given. Date, time, and sign the record. Pass this on to the DSL as soon as possible.

Safeguarding Staff



Mr. R. Hardy

The Designated Safeguarding Lead (DSL).
Single Agency Level 1 & 2, and Multi-Agency Level 3 training.

Mrs. S. Wolfenden

The Deputy Designated Safeguarding Lead.
Single Agency Level 1 & 2, and Multi-Agency Level 3 training.



Mrs. P. Pope

The Early Years Foundation Stage Safeguarding lead (EYFS).
Single Agency Level 1 & 2, and Multi-Agency Level 3 training.



The Designated Governor for Safeguarding is
Lisa Yardley.