Safeguarding at Anson

A message to all visitors, contractors and volunteers

Welcome to Anson Primary School.

We want every child to be **happy, confident and creative**, and keeping children safe is everyone's responsibility.

Whether you are visiting Anson for five minutes or working with us for several months, you have an important role to play in maintaining a safe environment for our children.

Please take a moment to read this guide before working or spending time in our school.

What does safeguarding mean?

Safeguarding means protecting children from **harm, abuse, neglect and exploitation**, while promoting their welfare and helping them to stay safe.

You may notice something that a member of staff has not seen. You may hear something a child says or observe a change in their behaviour.

If something doesn't feel right, don't ignore it.

Who to contact

You may see or hear something that makes you uncomfortable or raises a concern about a child's safety or wellbeing.

DO NOT WAIT. REPORT IT TO THE DSL.



Miss J. Callaghan (DSL)

Deputy Designated Safeguarding Leads



Mrs E. Barrett (Inclusion)



Miss Lynch (EYFS DDSL)



Mr. S. Pile (Headteacher)

If you cannot immediately find a member of the safeguarding team, **tell a member of the Senior Leadership Team or another senior member of staff.**

Do not assume that someone else will report it.



Visitor Information

What are your responsibilities?

Everyone visiting Anson is expected to:

- Follow the school's safeguarding procedures and instructions.
- Wear your visitor identification/badge as required.
- Remain in the areas you have been authorised to access.
- Follow instructions from Anson staff.
- Maintain appropriate professional boundaries with children.
- Never be alone with a child unless this has been specifically authorised.
- Never exchange personal contact details or social media accounts with pupils.
- Never take photographs or videos of children unless specifically authorised by the school.
- Never use your personal phone or device to photograph or record pupils.
- Treat children and adults with dignity and respect.
- Report any safeguarding concern, disclosure or incident **immediately**.

If a child tells you something

LISTEN • REASSURE • REPORT

LISTEN
Stay calm. Give the child your attention and allow them to speak.

REASSURE
Take what they say seriously. You can say:

“Thank you for telling me.”

Do not promise to keep what they have told you a secret.

REPORT
Tell a member of the Anson safeguarding team immediately.

You do not need to investigate the concern or decide whether the information is true.

Remember:

You are not responsible for investigating a safeguarding concern.

You are responsible for passing it on.

Anson one

Safeguarding is the responsibility of everyone at Anson

What if I am concerned about an adult?

Safeguarding also means responding to concerns about the behaviour of adults towards children.

If you are concerned about the behaviour of a member of staff, volunteer, contractor or visitor:

REPORT IT IMMEDIATELY.

Do not confront the person yourself or attempt to investigate.

Report your concern to the DSL or Headteacher

If your concern is about the **Headteacher**, please speak to the DSL who will help you to report it to the **Chair of Governors** in accordance with the school's safeguarding procedures.

What if a child is in danger?

If you believe a child is in **immediate danger**, seek help from an Anson staff member immediately. If necessary, contact the emergency services by calling 999. Then inform the school's safeguarding team as soon as it is safe to do so.