

## Safe Working at English Martyrs CVA.

- 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 above all others.
- Ensure that when working with individual children, that the door is left open, or that you can be visible to others.
- Do not photograph children (unless requested by the school staff) exchange emails, text messages, and phone numbers or give out your own personal details.
- Do not receive or give gifts unless arranged through school.
- Only touch children when this is necessary and appropriate for the child’s well-being and safety.

## Allegations

- Any allegations should be reported to the Head of School Alison Chambers
- If the concerns are about the Head of School please inform the Chair of Governors.

**We are committed to  
safeguarding and meeting the  
needs of all our children.**

Designated Safeguarding Leads:  
**Alison Chambers Head of School**  
**Karen Emmerson Senior Admin**  
**Catherine Scott SENDCO**

Governor with responsibility  
for safeguarding: **Daniele  
Bonanno**

Chair of Governors: **Claire  
McGrory**

***Everyone has a responsibility  
to make sure that children at  
English Martyrs CVA  
are safe.***

***PLEASE DO NOT:***

***Decide to do nothing or leave  
our school without telling  
anyone if you are concerned.***

***Thank You***

# English Martyrs Catholic Voluntary Academy

2019-2020



Willow Crescent  
Oakham  
LE15 6EH  
Telephone : 01572 722400

## Volunteers / Visitors Responsibility

All those who come into contact with children through their everyday work whether paid or voluntary are responsible for their own actions and behaviour. You should avoid any contact which would lead any reasonable person to question your motivation and intention. At English Martyrs CVA we all have a duty to safeguard and promote the welfare of our children.

## Please follow our Code of Behavior:

- **Do** treat everyone with respect
- **Do** remember that someone else might misinterpret your actions, no matter how well intentioned.
- **Do** plan activities so that they may involve more than one person or at least are in sight or hearing of others.
- **Do** respect a child's right to personal privacy.
- **Do** act as an appropriate role model.
- **Do** provide access for children and adults to feel comfortable enough to point out attitudes and behaviors they do not like, and try to provide a caring atmosphere.
- **Do not** jump to conclusions without checking facts.
- **Do not** permit abusive activities e.g. bullying, ridiculing.
- **Do not** play physical contact games, make inappropriate comments or have inappropriate banter with the children.
- **Do not** make suggestive remarks, gestures or tell sexist, racist or homophobic jokes.
- **Do not** rely on your good name to protect you. It may not be enough.
- **Do not** believe it could not happen to you. **It could.**

## DBS certificate

All staff, including supply 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.

## Screening Document

Infrequent visitors will be asked to sign in at the Reception Desk. By signing the document, you agree to comply with Child Protection Procedures within English Martyrs follow the Code of Behavior and agree to disclose all criminal convictions spent or not.

## Identity Badges

All visitors within English Martyrs must either wear their visitors' badges received from Reception or their agency / school's identity badge. Any adults without a badge will be challenged.

## Worried about a Child

Abuse (physical, sexual, emotional) or neglect can have a damaging effect on a child's health, education attainment and emotional well-being.

Some changes in a child's behaviour may not necessarily indicate that a child is suffering abuse or neglect. In some cases, those changes may be symptoms of a hidden disability, undiagnosed medical condition or changes in medication. 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 behavior

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Please report these concerns to the class teacher, who if they feel it is appropriate, will pass the information onto the school's Designated Safeguarding Leads.

## 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 and for you to stay calm and controlled.
- Listen to what is being said without displaying shock or disbelief. Accept what is being said.
- Allow the child to talk freely, listen rather than ask direct questions.
- Re-assure the child, but do not make promises that might not be possible to keep.
- Do not promise confidentiality but explain to the child that you have to tell their teacher or Head of School in order that you can help them.
- Do not interrogate the child or ask leading questions.
- Re-assure the child that it is not their fault.
- Stress that it was right to tell.
- Make them aware that their disclosure will be reported only to those that need to know and can help.
- Record details of the disclosure immediately, including wherever possible the exact words or phrases used by the child. Sign and date the record.
- Report your concerns and give your written record to the Designated Safeguarding Lead / Head of School to enable the matter to be dealt with in the most appropriate way.
- It is important to remember the children's details and names must remain confidential and any discussion that you feel you need to undertake does not allow the child to be identified to anyone else.