

Visitor procedures

Visitors must sign in at the Main Office. The office staff will request sight of photo ID and a current DBS certificate.

- Visitor badges must be worn at all times whilst on the school site.
- Visitors who do not show ID and/or DBS will remain under the supervision of a designated member of staff whilst on site.
- All visitors must sign out at the main office and return their visitor pass before leaving the site.

Photographs

The use of personal phones is only permitted in designated, child-free, spaces (e.g. the staffroom and offices).

Governors

Our designated Safeguarding Governor is Caroline Doherty.

All governors are aware of their role in safeguarding children and review the Safeguarding Policy annually.

Digital Safety

There is a separate policy on Digital Safety. Please see the school website: <https://www.shoreditchpark.hackney.sch.uk/policies/digital-safety>.

We ask visitors who will be using ICT to sign an acceptable use policy.

Prevent duty

Prevent Duty In order for schools and childcare providers to fulfil the Prevent duty, it is essential that staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. Our ASPIRE curriculum underpins everything that we do at Shoreditch Park Primary by teaching fundamental British Values, pride, inclusivity and self-awareness.

All Staff are trained in the Prevent Duty to ensure that they can identify pupils at risk of radicalisation and know what to do if they feel a pupil is at risk of radicalisation. Concerns around terrorism must be reported to the designated Prevent Officer at Hackney Children's Social Care. The DSL can make a referral to the Channel programme, if necessary. Channel is a programme that focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism

Safeguarding at Shoreditch Park Primary



Shoreditch Park
Primary School

Safeguarding statement

At Shoreditch Park Primary School we are committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors to share this common commitment. This leaflet contains information about our expectations of you whilst visiting the school.

If you are unclear about anything in this leaflet please speak to any of the staff members named within. Please keep the leaflet in a safe place so that you can read it again if you need to.

If you are concerned about the safety of any child in our school, you must report this to one of the Designated Safeguarding Leads (DSL). If you are concerned about the conduct of a member of staff or volunteer in the school you must contact the Headteacher, Penny Smith.

If there is a conflict of interests regarding your concern please contact the Local Authority Designated Officer (LADO) by emailing liezel.leroux@hackney.gov.uk or completing this online form: https://docs.google.com/forms/d/e/1FAIpQLScjf3luaDuGojxRzxQVXgcC_LKtSJ_pyxwiV1_q-4eLhgRKg/viewform?vc=0&c=0&w=1&flr=0

Child abuse

Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background, ability of disability.

We all have a responsibility to keep children safe, both at home and in school. There are four main categories of abuse:

- Physical - when a child is deliberately hurt or injured.
- Sexual - when a child is influenced or forced to take part in a sexual activity. This can be a physical activity or non-physical, e.g. being made to look at an inappropriate image.
- Emotional - when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence.
- Neglect - when a child is not being taken care of by their parents/ guardians. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left home alone.

Keeping children safe in education 2023

- We ask regular visitors to read Keeping Children Safe in Education 2023: part one. Please ask the office for a copy.

Keeping Yourself Safe

When on the school premises:

- Be professional. Be careful how you interact with or speak to a child, the child may interpret it differently.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- Avoid being on your own with a child, always ensure that a door is open and that you are visible to others.
- If you have concerns about the conduct of staff, it is your responsibility to inform the Headteacher

Designated Safeguarding Leads

At Shoreditch Park Primary School the Designated Safeguarding leads are: Claire Deegan and Claire Keady

The Deputy Designated Safeguarding Leads are David Cunnelly, and Joanne Byrne.



If you need to contact a DSL please proceed to the school office. The office staff will locate an appropriate staff member for you to talk to.

Responding to disclosures

If a child makes a disclosure:

- React calmly
- Listen carefully to the child, particularly what is said spontaneously.
- Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety.
- Do not ask leading questions or make judgements. A useful phrase to use is: "would you like to tell me more about that?".
- Reassure the child that they are doing the right thing.
- Do not take notes when you are with the child but as soon as possible afterwards record carefully what the child said in their own words.
- At Shoreditch Park Primary staff use an online system called CPOMS to report concerns to the safeguarding team. Visitors do not have access to CPOMS so should make contact with a DSL as soon as possible after identifying a cause for concern and then complete a paper cause for concern form.
- If you feel that a child may be at risk of harm but are not sure, then inform one of the Safeguarding Leads immediately. They will offer advice and take appropriate action.