

Safe working within Thurnby Lodge Primary Academy

- 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 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 for professional reasons and when this is necessary and safety.



Thurnby Lodge
Primary Academy

SAFEGUARDING INFORMATION

Every member of staff has a duty of care to safeguard children. Take immediate action if you have any concerns.

Contact the Safeguarding Team.

Safeguarding Team



Mrs M Woodhouse
Designated Safeguarding Lead



Mrs M Miles
Vice Designated Safeguarding
Lead



Mrs S Taylor
Vice Designated Safeguarding
Lead

Safeguarding Procedure

What you should do:

- Immediately report any concerns about a child to the Designated Safeguarding Lead or a designated deputy, ensuring that they get the message in a timely manner.
- Record what has been noted or said and sign and date it. Give this to the Designated Safeguarding Lead.
- Keep what has happened confidential to as few people as possible who need to know.
- It is **not** your job to investigate concerns about a child or talk to the parents. The Designated Safeguarding Lead will lead on this.

If What if a child tells you about abuse:

- Treat what the child tells you seriously.
- Reassure the child they have done the right thing by telling you.
- Do not question the child or give Do not promise to keep what they have said a secret.
- Tell the child you will have to pass on what they have said.
- Do not speak to the child's parents.
- Immediately report the information to the Designated Safeguarding Lead or a deputy.
- Record what the child has said, in their own words as far as possible, date it and give it to the Designated Safeguarding Lead.

Please switch off all mobile devices including phones whilst you are in school.