

## SAFE WORKING WITHIN CHURCH LAWTON SCHOOL

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 an individual child, that the door is left open, or that you can be visible to others.

Do not photograph children (unless requested by the senior 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 appropriate for the child’s well-being and safety.

### CONCERNS

Any concerns or allegations should be reported to the Assistant Head, Lorraine Clegg.

If the concerns are regarding any members of staff on the Designated Safeguarding Team, please inform the Chair of Governors.

**Governor with Safeguarding  
responsibility is Mike Stanton**

Email: [mike.stanton@naschurchlawton.cheshire.sch.uk](mailto:mike.stanton@naschurchlawton.cheshire.sch.uk)

**Church Lawton School is committed  
to safeguarding and promoting the  
welfare of young people and  
requires all staff and volunteers to  
share this commitment.**

This leaflet has been given to you to make sure you understand what is expected of you. Please ask any of the contacts named in this leaflet if you are unclear about anything in it, and keep the leaflet in a safe place, so that you can read it again if you need to.

If you are worried about the safety of any young person in our school, you must report this to the Senior Designated Person for Safeguarding, our Deputy Head Lorraine Clegg.

**Everyone has a responsibility to  
make sure that students within  
Church Lawton School are safe, as  
‘Every Child Matters’**

**PLEASE DO NOT: Decide to do  
nothing or leave our school without  
telling anyone.**



## **SAFEGUARDING ADVICE FOR STAFF, VOLUNTEERS AND VISITORS**

### CONTACTS

**Senior Designated Lead for  
Safeguarding is Lorraine Clegg**

**Deputy Designated Lead for  
Safeguarding is Carol Arthurs**

**Paul Scales: Designated Safeguarding Team  
Kay Stark: Designated Safeguarding Team  
Danielle Norris: Designated Safeguarding Team  
Rachel Whitehurst: Designated Safeguarding Team**

**School Contact number: 01270 877601**

[Local Authority Safeguarding Referral Teams](#)

CHCS: Tel 0300 123 5012 option 2

Stoke-on-Trent Referral Team: Tel 01782 235100

Staffordshire First Response Team Tel: 0800 1313 126

Cheshire West i-ART - Tel:0300 123 7047

Police Tel: 999

NSPCC: 0808 800 5000

Relevant Church Lawton School Policies & Documents

**Safeguarding & Child Protection Policy  
Keeping Children Safe in Education  
Please visit: [www.churchlawtonschool.org.uk](http://www.churchlawtonschool.org.uk)**

## Safeguarding Advice for Staff, Volunteers and Visitors

### YOUR 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 Church Lawton School we all have a duty to safeguard and promote the welfare of our children.

### DBS Certificates

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

Infrequent visitors will be asked to sign in on our visitors electronic signing-in system at the Reception Desk. When signing in you will be prompted to agree with our Code of Behaviour policy and comply with Child Protection procedures within Church Lawton School; you will also agree to disclose all criminal convictions spent or not.

## Please follow our Code of Behaviour

- Do treat everyone with respect.
- Do provide an example you wish others to follow.
- Do remember that someone else might misinterpret your actions, no matter how well intended.
- Do plan activities so that they may involve more than one person or at least are insight 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 behaviours 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 couldn't happen to you.**

**It could!**

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 student you become concerned about :

- Comments made by a child
- Marks or bruising on a child
- Changes in a child's behaviour

**Please report these concerns to a Designated Safeguarding Person**

### What should I do if a student discloses that he/she is being harmed?

Although the likelihood of this is small, it is important to know what to do in such an eventuality, as young people rarely lie about such matters:

- Listen to what is being said without displaying shock or disbelief; accept what is being said.
- Allow the child to talk freely.
- Reassure 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 the SDP or his deputies in order that they can help him/her.
- Do not interrogate the child or ask leading questions.
- Reassure the child that it is not their fault.
- Stress that it was the right thing to tell.
- Listen rather than ask direct questions.
- Do not criticise the alleged perpetrator.

Record details of the disclosures as soon as possible, including if possible the exact words or phrases used by the child and give this information to Lorraine Clegg to enable the matter to be dealt with in the most appropriate way.