

Keeping everyone safe

We hope that you have an enjoyable time at Mowmacre Hill Primary. Our priority is to ensure that all staff and visitors are aware their responsibilities to keep children safe.

As a visitor please remember

- All visitors must wear the lanyard they were given when signing in at the main office
- Use of mobile phones is not permitted in school
- Visitors are not permitted to take photographs without prior consent from the school
- If you are working 1:1 with a child, the door to any room must be kept open



Mowmacre Hill
Primary School

Striving for Excellence, United in life-long learning for a better tomorrow

Designated Safeguarding Lead (DSL) and

Prevent single point of contact

Mr Isaac Howarth, Headteacher

Deputy Designated Safeguarding Lead (DDSL)

Mr Ben Mooney, Deputy Headteacher

Deputy Designated Safeguarding Lead (DDSL) and Designated Teacher for Looked After Children

Mrs Donna Wilson, SENDCO

Deputy Designated Safeguarding Lead (DDSL)

Mrs Sue Edwards, SEMH Champion

Deputy Designated Safeguarding Lead (DDSL)

Mrs Rhea Sills, Family Welfare Officer

Deputy Designated Safeguarding Lead (DDSL)

Miss Fiona Simmonds, Behaviour Mentor

Deputy Designated Safeguarding Lead (DDSL)

Mrs Julie Eyden, ELSA

Deputy Designated Safeguarding Lead (DDSL)

Ms Chris Brown, ELSA

Deputy Designated Safeguarding Lead (DDSL)

Miss Sandra Lloyd, Attendance Officer

Deputy Designated Safeguarding Lead (DDSL)

Mrs Dawn Breeze, Attendance Officer

Member of the Advisory Board with responsibility for safeguarding

Rev. Robert Hinsley



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Primary School

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Safeguarding information for visitors



Tedworth Green
Leicester
LE4 2NG

Headteacher: Mr Isaac Howarth
Deputy Headteacher: Mr Ben Mooney



0116 235 6350

office@dsatmowmacrehill.org

www.mowmacrehill.org.uk

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As a visitor to our school it is important you are aware of our Safeguarding and Child Protection procedures.

There are four categories of abuse

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

It may be that you are approached by a child who wants to talk to you about something that has or is happening to them. They will tend to choose someone that they trust or know well. This may not always be their own class teacher. It may be someone that reads with them regularly and with whom they have formed a good relationship.

There may be occasions when you have cause for concern, either about marks or bruises on a child, about something they say or the condition that they are in at school, e.g. unwashed or hungry.

Disclosures of abuse by a child

If you are approached by a child wanting to talk, you should listen positively and reassure the child. Ensure a degree of privacy as this information is sensitive.

Helping the child when abuse is disclosed

- Be prepared to listen and comfort.
- Do not show revulsion or distress, however distasteful the events are.
- Stay calm and controlled.
- **Do not promise confidentiality. Reassure the child they have done the right thing in making a disclosure and that you will pass the information on so the child gets the right help.**
- Let the child know at once that it was not his/her fault and keep restating this.
- Be aware of your own feelings about abuse and find someone you can share those feelings with once the procedures have been completed.
- Reassure the child that they were right to tell, even though the abuse may have happened a long time ago.
- As soon as possible, write a first-hand account of what was said and done using CPOMS. If you do not have access to CPOMS, speak to the DSL/DDSL.
- **Do not question a child. Limit your involvement to listening and documenting.**

It is also important to remember that it is not your responsibility to investigate suspected cases of abuse, only to recognise, report and refer.

If you have concerns about a child

- It may be that you might have concerns about a child's well-being, but they have not actually said anything to you. If such a situation arises, you should speak to the Designated Safeguarding Lead.
- Abuse or neglect can have a damaging effect on a child's health, educational attainment and emotional well-being. If you have worked with a group of children over many weeks, you may see changes in behaviour. Such changes may not necessarily indicate that a child is suffering abuse or neglect.
- It is important you do not feel afraid about passing on their concerns. The information may be a small piece in a bigger jigsaw and help to get a better understanding of a child's predicament. Any concerns, even if they seem small, should be passed on to the Designated Safeguarding Lead.
- Once again, you should put your concerns in writing as well as talking to the Designated Safeguarding Lead.
- **All concerns are logged via CPOMS. If you do not have access to CPOMS, speak to the DSL/DDSL.**

Guidance for recording information

You should record your concerns as soon as possible and include the following:

- What is the evidence that led to the concern?
- Record in the child's own words.
- Record only factual information and do not make judgements or record opinions.