

Keeping Children Safe

Copenhagen is committed to creating a happy and safe environment for our children to learn. This leaflet will help you understand how we keep your children safe by telling you:

- How children can be harmed
- What we must do to keep your child safe from harm
- What you must do as a parent to help your child be safe and enjoy school

Child Protection

This is an important subject in which all staff receive regular training. Our priority is to work with you but there may be times when we have to involve other people. Everybody has a responsibility to keep all children under the age of 18 safe.

Harm is identified in four ways:

Physical: This is when a child is deliberately hurt or injured.

Sexual: This is 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 inappropriate images.

Emotional: This is 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: This is when a child is not being taken care of by their parents. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left home alone.

Occasional Visitors Procedures

Visitors must sign in at the Main Office

- Visitors will be given a pass, which must be worn at all times whilst on the school site.
- Visitors should remain under supervision of a member of staff whilst on site.
- All visitors must sign out at the main office and return their visitor pass before leaving the site.
- Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, wherever possible, to avoid disappointment.

If you are seeking an urgent appointment please report or call the school office and we will arrange for you to see a member of the senior leadership team.

Safeguarding statement

The school is committed to providing an environment where children can play, learn, develop and achieve, and where they are safeguarded and are enabled to tell or communicate if they are being harmed in some way. We are committed to ensuring that all staff are sensitive to issues of race, culture, gender and diversity but these issues should never be a barrier to sharing and reporting concerns about children.

We are committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors to share this commitment.

REPORT ANY CONCERNS TO:

Our Designated Safeguarding Lead:

Miss Amardeep Panesar (Head of School)

Deputy Designated Safeguarding Lead:

Miss Rebecca Thomson

Safeguarding Governor: **Ms Bisi Williams**

Our Safeguarding Team: **Miss Regina Sanchis**



Where learning's an adventure

Safeguarding Guide for Parents, Visitors and Volunteers



OUR Aims

At Copenhagen Primary School children come first and our priority is to deliver high quality teaching and learning whilst at the same time providing rich and truly enjoyable learning experiences for our community of children. Everything we do as a school is to ensure that the children can achieve the best they can. By providing a rich and exciting learning experience for our pupils we work in partnership with parents and carers to fulfil our school motto. **EXCEL and EXPLORE.**

What does Safeguarding mean?

- protecting children from abuse and maltreatment
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes

Safeguarding children and child protection guidance and legislations applies to all children up to the age of 18.

How does Copenhagen ensure that all children are safe?

A child should be able to go to school and feel safe so that they can achieve their very best.

- Anybody who works or volunteers at Copenhagen will be checked by the Police (vetted) to make sure they are safe to work with children and then trained to identify child abuse and what to do if they are concerned.
- The school has a Designated Senior Person for Safeguarding, who has had extra training to know what to do when a concern is brought to them.
- We will always listen to you and work closely with you if we are concerned about your child but, sometimes, we may not be able to discuss our concern. The school has a safeguarding policy which tells you more about this and when we must speak to the police or children's services. Please ask us about how you can see a copy of this policy.
- We will help your child to learn about keeping themselves safe. Lessons can include healthy eating, anti-bullying, e-safety, road safety, healthy relationships, drug and alcohol awareness. As part of these lessons your child will be told what to do if they are worried or concerned about their safety.

What Parents and Carers Must Do

Parents are the most important people to keep their children safe. You should always:

- Feel confident to raise concerns about your child. Talk to school if you need help or support
- Read the school policies about safety issues
- Let the school know if your child has a medical condition
- Let the school know if you have any court orders relating to the safety of your child
- Let the school know if there is a change in your circumstances such as a house move, a new contact number, a change of name, a change of parental responsibility
- Who will be dropping off or collecting your child and two other emergency contacts. You must inform the school of any changes to agreed arrangements
- Let the school know if your child is going to be absent and the reason why

Keeping Yourself Safe

Be professional. Be careful how you interact with or speak to a child; the child may interpret 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, ensure that a door is open and that you are visible to others.

It's best not to do anything for a child that he or she can do for themselves. Always, seek advice from a member of SLT if you feel uncomfortable about a situation.

Websites

<http://www.copenhagen.islington.sch.uk/information/safeguarding/>

<https://www.nspcc.org.uk/preventing-abuse/safeguarding/>

What to do if a child makes a disclosure

If a child discloses they might be subject to abuse:

- React calmly
- Listen carefully to the child, particularly what is said spontaneously
- Do not promise confidentiality. Explain to the child that you must pass the information on
- Do not ask leading questions to make judgements. Clarify and check your concerns if you feel that you are not sure, for example – "Tell, explain, describe or outline" but as soon as you believe that there may be a concern

The next step is to reassure the child that they are doing the right thing.

Record carefully what the child says in their own words including how and when the account was taken. Date, time and sign the school concern form. (In the staffroom and school office.) Immediately pass this on to the Designated Member of Staff for safeguarding or a member of the safeguarding team.

Safeguarding Issues

Attendance: Your child's attendance is monitored daily and significant absences are always followed up by the attendance officer. The school has an attendance policy that you should read and understand.

Behaviour: At Copenhagen we have a clear behaviour charter for the whole school community that must be followed to keep everyone safe and happy. We understand that children do sometimes fall out and this will be dealt with by an adult who will listen to the children involved and help resolve the situation. We follow restorative practice.

Bullying: The school takes all cases of bullying very seriously and will work with children and families to try and resolve any problems. The school has an anti-bullying policy that you should read and understand.

Health and Safety: Everyone at Copenhagen has a responsibility to keep adults and children in a safe environment. The school has a clear health and safety policy which everyone must follow. The school have fully trained first aiders to deal with any accidents in school.

E-safety: The school recognises that technology plays an important part in the education of children and is committed to safeguarding children in the virtual world. To support parents, the school has e-safety information to help keep your children safe both in school and at home.