



Safe working within Rockliffe Manor Primary School

- Please ensure accurate marking in the register (missing an absent child may have serious repercussions)
- If you wish to speak to someone after you have left the premises, please telephone 0208 8544785 and ask to speak to one of the designated officers or a member of the Leadership Team. They have the training to know what to do next.
- Please familiarise yourself with the nearest fire exit. The Fire Alarm is a continuous ringing. In the event of a fire please lead your class out to the assembly point in the school .
- Do not photograph children, exchange emails, text messages and phone numbers or give out your own personal details.

**Everyone has a responsibility to
make sure children within
Rockliffe Manor Primary school
are safe.**

Please do not leave the school
without telling anyone about your
concerns.

**We are committed to
safeguarding and meeting the
needs of all children.**

Designated Safeguarding Leads

Nancy Cook
Annie Nelson
Gentjana Aliaj
Rachael Roper
Chantel Gallagher

Allegations

Any allegations against a member of staff
should be reported to the Headteacher -
Nancy Cook

Whistleblowing Policy can be found here

LADO Contact:

Greenwich Safeguarding Children's
LADO

By phone: 0208 921 2267



**ROCKLIFFE MANOR
PRIMARY SCHOOL**

Child protection and Safeguarding procedures

Rockliffe Manor Primary School,
Bassant Road, Plumstead, London, SE18 2NP
Telephone: 0208 854 4785



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 that would lead any responsible person to question your motivation and intention. At Rockliffe Manor Primary we all have a duty to safeguard and promote the welfare of our children.

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 may misinterpret your actions, no matter how well intentioned.
- Do plan activities so that they may involve more than one person or at least are in sight 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 don't 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 could not happen to you—it could.

DBS Checks

All staff are subject to Disclosure and Barring service (DBS) checks. This is to help ensure that unsuitable people are prevented from working with children. DBS forms and advice are available from the school office.

Duty of Care

There is an obligation to exercise a level of care towards an individual, particularly where there is a relationship of trust. If there are any concerns regarding a child's welfare and/or safety, please complete a blue form and hand it to a DSL.

Identity Badges

All visitors within Rockliffe Manor Primary must wear their visitors lanyard received from reception, this is in addition to their agency/schools identity badge. Any adults without a lanyard will be challenged.

Worried about a child?

Abuse (physical, sexual, emotional or neglect) can have a hugely damaging effect on a child's health, educational attainment and emotional well-being. 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 child 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 the school's DSL
No concern is too insignificant.

Responding to a Concern

- DO NOT promise confidentiality—if a child asks you to keep a secret, tell them you can not promise that, as sometimes there are things you need to let others know about.
- Listen carefully to what a child says, without interrupting
- Take any disclosures seriously
- Keep an open mind
- Stay calm—don't show any signs of shock or horror
- Reassure the child that they were right to tell and that they have done nothing wrong
- Be supportive
- Don't delay in response to a disclosure
- Don't pre-judge what you are told or make assumptions.
- It's ok to say 'tell me what happened' or 'I'm listening' to prompt the child, to show you are genuinely listening.

Any questions you ask the child should be:

Necessary— the purpose at this stage is to establish whether or not there is a concern, not to interrogate the child or conduct an investigation

Non-leading— do not use questions that suggest an answer

Open - avoid questions that invite only 'yes' or 'no' responses.

It is crucial that at the earliest opportunity, you make a written record of what was said, by whom. It is advisable to take notes whilst the child is talking. You can then show the child what you have written and get their agreement that it is a true record of what has been said. Please then sign, date and write the time immediately under your notes. This removes any possible doubt that the notes have been added to after the initial interview.

Please then pass to and speak with a DSL.