

What do I do if I am worried about a child?

If you become concerned about:

- Something a child says.
- Marks or bruising on a student.
- Changes in a child's behaviour or demeanour.

You must inform the Designated Safeguarding Lead.

If you feel that a child may be at risk of harm but are not sure, then inform the Designated Safeguarding Lead immediately who will offer advice and take appropriate action if necessary.

What do I do if a child discloses they are being harmed?

Sometimes a child may disclose information to you. If this happens then the following actions must take place.

- React calmly
- Listen carefully to the child
- Do not promise confidentiality. Explain to the child that you may need to pass on the information if you are worried about their safety.
- Only trained investigators should question a child, do not use leading questions.
- Reassure the child that they have done the right thing.
- Record carefully what the child says in their words including how and when the account was given. Date, time and sign the record.
- Pass this on to the Designated member of staff for Safeguarding immediately.

DBS Certificates.

All staff, including visitors and volunteers are subject to a Disclosure and Barring Service (DBS) certificate. This is to help ensure that unsuitable people are prevented from working with children.

Visitor Procedures

- Visitors must report to the school office to sign in
- Visitor badges must be worn at all times whilst on the school premises.
- Visitors should remain under the supervision of a designated member of staff whilst on site.
- Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, wherever possible.

Confidentiality

Please remember that whatever you see or hear in our school is confidential and should not be discussed with others.

Everyone has a shared responsibility to ensure all children at Best Futures School are safe and happy.

Please do not:

Decide to do nothing or leave our school without telling someone.

Staff Conduct

If you are concerned about the conduct of a member of staff following an observation or disclosure, the following actions must take place:

- Immediately inform the Executive Principal.
- In their absence, immediately inform the DSL or Deputy Principal.
- If the concerns are about the Executive Principal please immediately inform the CIC Board Members.

Keeping Yourself Safe

- Be professional. Be careful how you interact with or speak to a child, the child may interpret it 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, always 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 him or herself.
- Always tell someone if a child touches you or speaks to you inappropriately.
- Log down the incident time and date it and pass it on to the Principal.
- If you have concerns about the conduct of staff, it is your responsibility to inform the Principal .
- Remember... if in doubt... ask.

A copy of the school's safeguarding policy is located in the school office and each classroom.

All visitors and members of staff must report any safeguarding or child protection concerns to one the Designated Safeguarding Leads.

Designated People for Safeguarding & Child Protection:

Kara Bradley (office)
(Designated Safeguarding Lead)

Abigail Moore (office)
(Designated Safeguarding Lead)

Tracey Allen (office)
(Deputy Designated Safeguarding Lead)

Mike Blakey (office)
(Deputy Designated Safeguarding Lead)

Dawn Best (office)
(Deputy Designated Safeguarding Lead)

Jenny Kinnaird
(CIC Board Member responsible for safeguarding)

IF YOU FEEL A CHILD IS IMMEDIATELY AT RISK OF SIGNIFICANT HARM/HAS SUFFERED SIGNIFICANT HARM CALL 999.

Useful numbers and websites:
NSPCC - 08088005000
Best Futures' Office - 01472 278978
Integrated front door (NELC children's services):
01472 326292 (option 2).
LADO: Lado@nelincs.gov.uk 01472 326118

For further information on safeguarding children please follow the links below:

www.nspcc.org.uk/
www.lincolnshirechildren.net
www.safernel.co.uk/
www.northlincsclscb.co.uk/

Further Information for Visitors

FIRST AIDERS:

Normal Hours, 8.30 am until 3.30pm
First Aiders available are located as follows:
Office: Mike Blakey, Kara Bradley, Rose Best, Dawn Best.
Acorn/Oak: Jayne Dodd, Callum Kinnaird
Willow: Gill Harper
Treetops: Carrie Kershaw, Emma Walton

Out of Normal Hours
Nominated people who deal with First Aid incidents may not be available outside of normal hours. In the event of injury or illness, parents should be contacted by the supervising adult of the club or school event and dependant on the degree of injury, emergency services called. An emergency contact list is held by the school office. There is a landline phone available in the school office for this purpose.

PHOTOGRAPHS:

Visitors are **not** permitted to take photographs of Best Futures, staff or children without prior written permission from the Principal.

MOBILE PHONES:

Mobile phones are only to be used in the designated area, which is the Office. Phones must not be used anywhere else within Best Futures.

IN THE EVENT OF A FIRE

The fire alarm is a continuous bell.
If it sounds, leave the building immediately by the nearest exit and meet at the front of carpark



Safeguarding Children

Guidance for adults visiting or working with Best Futures

Best Futures school is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment.

This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it please speak to any of the contacts named within. Please keep the leaflet in a safe place so that you can read it again if you need to.

Please read it carefully and do not hesitate to ask if you require any further information.

Updated: April 2025