

Addison Primary School

<https://hflscp.co.uk/child-safeguarding-contacts/>

Keeping Children Safe

2025-2026

Safeguarding guidance for staff and visitors

Safeguarding and promoting the welfare of children is defined as:

- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting children from maltreatment; whether that is within or outside the home, including online
- Preventing impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes

Welcome to Addison Primary School. Every adult has a responsibility for actively supporting every pupil's academic, social and personal development. All visitors need to be aware of the systems that support safeguarding.

Signing in and out

All staff and visitors to Addison Primary School should sign in upon arrival at the main reception. Visitors will be issued with a visitor pass and lanyard. This pass should be worn for the duration of their stay and should remain visible at all times.

Staff and visitors **must** sign out when leaving the site. Visitors should return their pass to the receptionist.

In the case of an emergency i.e. Fire alarm

In the unlikely event that we need to evacuate the building please make your way calmly to the playground via an emergency exit where you should await further instructions from a member of staff.

I'm concerned about a child, what should I do?

If you have concerns about the safety, welfare or well-being of a child it is important that you report these concerns immediately to the DSL. Make contact directly with the Designated Senior lead (DSL) for Child Protection (see contact details on the back of this leaflet) and:

- **Staff** – record concerns on CPOMS
- **Visitors** – speak to a member of staff who will assist with next steps (see staff images overleaf)

Do not try to investigate your concern further. If you have identified a concern (no matter how small), you should pass it on to a member of the safeguarding team immediately who will take appropriate action.

All staff members (including volunteers and visitors) should be aware of the common signs and symptoms of abuse and neglect so that they are able to identify children who may be in need of help or protection.

There are four main categories of abuse.... (P E N S)

- 1. Physical Abuse** – Deliberately hurting a child through actions such as hitting, punching, pinching, shaking, throwing, poisoning or burning
- 2. Emotional Abuse** – Persistent emotional maltreatment of a child leading to insecure attachment, low self-esteem or a lack of self-worth.
- 3. Neglect** – Failure to protect a child from harm and the persistent failure to provide the basic needs of the child.
- 4. Sexual Abuse** – Any sexual activity involving a child. This will also include the viewing of sexual images and the encouragement of sexual activity.

Signs and Symptoms...

- 1. Physical abuse** – Children with frequent or unexplained injuries.
- 2. Emotional abuse** – Children who are excessively withdrawn, fearful or anxious about doing something wrong.
- 3. Neglect** – Children who are hungry or dirty, have inadequate clothing or whose basic medical needs are not being met.
- 4. Sexual abuse** – Children who use sexual language or have sexual knowledge that you would not expect them to have.

Disclosures...

- 1.** Always take pupils seriously if they make a disclosure.
- 2.** Never promise confidentiality – explain that you will need to tell someone else.
- 3.** Do not ask leading questions.
- 4.** Reassure them that they have done the right thing.

The Safeguarding Team



D Mc Garrigle

Designated Senior Lead (DSL)

First point of contact for safeguarding (not behaviour).

Record on a sheet of A4 paper (CPOMS for staff) and speak to DSL immediately.



E Shehu

Deputy Safeguarding Person

Only inform if the DSL is not on school site.



P Premji

Deputy Safeguarding Person

Inform if the DSL and Deputy DSLs are both not on school site.