

Disclosure by a child

If a child discloses information about significant harm you should:

- Listen
- Tell the child that you need to tell someone else - you cannot promise confidentiality.
- Make accurate notes of what has been said by the child and pass this immediately onto a DSL

It is not your responsibility to investigate.

Designated Safeguarding Lead

Ms K Livesey *Headteacher*

Deputy Safeguarding Leads

Miss J Pilling *Deputy Headteacher*

Mr R Crossley

Mrs D Cheetham

Mr R Hindmarsh

Miss S Doherty

Mrs Cooper

Mrs Shaw

safeguarding@varna.manchester.sch.uk



Other General Information

Fire and Emergency Evacuation: If the fire alarm sounds, please leave the building immediately by the nearest exit and assemble outside the 3G football pitch under the visitors sign. Our staff will direct you.

First Aid: Please ask Reception should you need assistance and they will get you help. Accidents and incidents: Please report these to Reception.

Access to the internet: All users of the school systems and wi-fi must comply with the acceptable use of ICT. Please ask our Business Manager for details.

Visitors Toilets: these are located on the ground floor across the way from Reception.

Parking and Disabled access: Limited car parking is available on out car park. There is flat access to the main building and the first floor can be accessed via a lift.

Varna Community Primary School

Chisholm Street

Openshaw

M11

Telephone: 01617111023

Headteacher: Miss K Livesey

Email: admin@varna.manchester.sch.uk



Varna Community Primary School

Visitor & Safeguarding Information

Welcome to Varna Community Primary School

Please take a few moments to read through this leaflet. We are committed to safeguarding and promoting the welfare of all our children and this requires all staff and visitors to share this commitment.

Contained in this leaflet you will find information about our Child Protection and Safeguarding procedures and guidance on what you should do if you have any concerns.

Please report to main gate and press for Receptions always; sign in on the inventory on arrival and receive your photo ID; and collect your relevant visitors badge either red/green. Please wear your badge at all times to avoid being challenged by staff or children.

Remain with your host at all times unless we confirm we have had prior DBS clearance for you. If you have a red lanyard, **you must** be accompanied by a Varna staff member at all times.

On departure please sign out and return your badge and lanyard.

Safeguarding Children

As a visitor to our school, either as a contractor, volunteer, supply teacher or someone coming to work with our children in any capacity, it is important that you are aware of our safeguarding procedures.

Please refer to the back of this leaflet for contact details of our Safeguarding Team. Or please contact Reception and they will locate one of them for you.

If there is any reason to suspect that a child has suffered bullying or discrimination, or is likely to suffer from significant harm, you must inform a **Designated Safeguarding Lead (DSL)** immediately. Our staff will then follow the procedures according to the school Safeguarding Policy.

Please ensure you share any Safeguarding concerns with a member of the Safeguarding team. If you remember anything later please contact: safeguarding@varna.manchester.sch.uk

Children's Act 2988 & 2004

Education Act 2003

Working together to Safeguard Children 2018

Keeping Children Safe in Education 2021

Keeping Everyone Safe

We hope you have an enjoyable visit to Varna Community Primary School. Our main priority is to ensure that everyone who visits is aware of their responsibilities towards making sure all children are safe.

As a visitor please remember the following:

- If you are working in a 1-1 situation with a child, we must have confirmation that all the necessary safeguarding checks have been carried out including an enhanced DBS disclosure.
- You must not have any physical contact with a child.
- You must never exchange personal contact details with a child or arrange to meet them outside of the school environment or connect with them via social media.
- The use of cameras and taking photographs is not permitted unless prior permissions has been sought.



What is abuse?

Any form of neglect, physical, emotional or sexual mistreatment or lack of care that leads to harm or injury. It can happen to any child regardless of their age, gender, race or ability.

What is discrimination?

Direct discrimination is where you are treated less favourably because of your disability than someone without a disability would be treated in the same circumstances and there is no justification. This also covers race, ethnic or national origin, language, religion or belief, gender, gender reassignment, sexual orientation, disability, social class, responsibility for out her dependents or where the person lives.

What is bullying?

A wilful, conscious attack on the self-esteem or the person of an individual student. It includes jibes, name calling, silent/exclusion from the social circle, emphasising differences, threatening behaviour, racial/ sexual harassment, extortion and physical attack. It may vary in severity, frequency and in the numbers of people involved.

People working in schools are uniquely placed to notice signs and symptoms of abuse and to support children who are subject to abuse or living in abusive situations.