



We adhere to the Isle of Man Safeguarding Children's Board Procedures.

Rushen Primary School has a duty to ensure arrangements are in place for safeguarding and promoting the wellbeing of children.

We recognise that all members of the school community, including volunteers and Governors, will at all times play a full and active part in protecting our children from harm.

The following policies are linked to the information contained in this leaflet:

Safeguarding and Child Protection, Health & Safety, Anti-Bullying, e-Safety.

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Rushen Primary School
Church Road
Port St Mary
Isle of Man
IM9 5LW

Rushen Primary School



SAFEGUARDING & CHILD PROTECTION INFORMATION FOR VISITORS

This leaflet outlines how we, as a school and a community, intend to keep our children safe.



Designated Staff Members

The designated members of staff keep child protection information and records securely, offer advice and support to colleagues, pass on concerns to the relevant authorities and liaise with social workers. These staff are:

- **Designated Safeguarding Lead (DSL)**
Ms Owens (Headteacher)
- **Deputy Safeguarding Lead (DDSL)**
Miss Wardman (Deputy Headteacher)

If the DSL/DDSL are unavailable, please speak to the senior leader on site.

Allegations against a member of staff

Report any allegations to the Headteacher straight away. (If the allegations are against the Headteacher themselves, report it directly to the Director of Education, DESC). Refer to the 'DEC Allegations Against Staff' flowchart.

Safer Recruitment

Safer recruitment practices are in place. HR carry out checks and the Disclosure and Barring Service (DBS) with enhanced check will be carried out.

Educational visits and activities before and after school

Staff and volunteers should take particular care when supervising pupils in the less formal atmosphere of an educational visit, particularly in a residential setting, or after-school activity. Staff and volunteers remain in a position of trust and the same standards of conduct apply.

E-Safety

The school's e-Safety policy is on our School's website.

Entry and Exit from the School

All visitors must report to the main reception. They must inform the administrator who they are, state the reason for their visit and sign the visitor's book.

If a visitor does not have the relevant ID/checks they must wait until a suitable member of staff is available to supervise access.

All visitors without a government approved ID badge, must wear a visitor's badge obtained at the office.

Office hours for general enquiries:
8.30am - 12.30pm
1.30pm - 4.00pm

Photographing children

Parents should only take photographs of their own child and for their own use. There are restrictions on the use of images of children (e.g., data protection) and there may be health and safety considerations. We adhere to the following guidelines:

- We seek parental consent for the use of photographs and images by the school (including the school website and brochures) when a child joins the school and through parent access to their own Arbor account.
- If visitors come to the school to make videos or take photographs for use outside of the school, we will seek specific parental consent.

Site Safety

- Risk assessments are carried out regularly and communicated to pupils and staff.
- Mrs Jill Gill is the designated Health and Safety Governor.
- All members of staff are required to wear ID badges at all times.
- There are two accident books (i) KS1 near Room 1; (ii) the resource room found at the rear of the main office.
- All accidents are recorded and any bumps to the head receive an orange note/call home if needed.
- All members of staff are to report health and safety concerns to the Headteacher and caretaker (Mr Corlett) immediately.

Confidentiality

Members of staff and Governors may have access to confidential information about pupils in order to undertake their responsibilities. In some circumstances the information may be highly sensitive. Confidential or personal information about a pupil and/or their family must never be disclosed to anyone other than on a 'need to know' basis. Pupil and staff records are all kept securely.

Transporting Pupils

In certain situations, e.g., out of school activities, staff, volunteers or Governors may agree to transport pupils. Wherever possible any transport arrangements should be made in advance by a designated member of staff. Any transport should be provided other than in private vehicles, with at least one adult additional to the driver acting as an escort.

Children with SEN

We recognise that, statistically, children with behavioural/learning difficulties and disabilities are most vulnerable to abuse. All members of staff who support these pupils will be made aware of the need for vigilance for signs of abuse. We will contact parents to discuss any concerns in line with the IOM Safeguarding Policy, so that we can work together to keep children safe. Please work with us.