

# Safeguarding Information

## If a child discloses they are being harmed

- React calmly.
- Listen carefully to the child, particularly what is said spontaneously.
- Do not promise confidentiality. Explain to the child that you may need to pass on the information if you are worried about their safety.
- You may clarify your concern using “tell, explain, describe or outline” but as soon as your concern is confirmed ask no further questions as further enquiries may be compromised. Only trained DSL should question a child.
- Reassure the child that they have done the right thing.
- Record carefully what the child said in their words including how and when the account was given. Date, time and sign the record. Pass this to a DSL immediately.

## Types of Harm

Everybody has a responsibility to keep all children under the age of 18 safe. This applies to both the home and school environment. Harm is identified in four ways:

- **Physical** - when a child is deliberately hurt or injured.
- **Sexual** - when a child is influenced or forced to take part in a sexual activity. This can be physical or non-physical, e.g. being made to look at an inappropriate image.
- **Emotional** - when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence.
- **Neglect** - when a child is not being taken care of by their parents/carers. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left home alone.

## Keeping yourself safe

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 the DSL if a child touches you or speaks to you inappropriately.

# Welcome to Marjory Kinnon School

STAFF & VOLUNTEERS



# Welcome

We are delighted to welcome you to the Marjory Kinnon School (MKS) staff community. Every member of our team plays an essential role in creating a nurturing, inspiring, and inclusive environment for our pupils. Whether you're a teacher, support staff member, governor or volunteer, your contribution is vital in making a lasting impact on the lives of the children in our care.

## Our Vision

Every pupil will learn the skills and develop the confidence needed to become a valued, integrated and independent member of their community.

## Our Mission

Through our learning, work and play we nurture, challenge and inspire each other to achieve our full potential.

## Our Values

Kindness  
Respect  
Tolerance  
Perseverance

# Important Information



## Behaviour

This is a non-restraint school. You cannot manually handle a child without appropriate training. Seek advice from your class team and SLT and call for support in the case of an emergency.



## Allergies

We are a nut free school. We have children and staff who have severe allergies, therefore you are asked not to bring any food with nuts in it onto the school premises.



## Health & Safety

Take due care of your own health, safety and welfare, and that of others. Be familiar with fire safety procedures and drills, which are available in classrooms and relevant areas throughout the school.



## Mobile Phones

Mobile phones should be switched off and not used in areas where pupils can access. Mobile phones can be used on break and lunch times in the Staff Room.



## Timing

Starting time for all Teachers and Teaching Assistants is **8.30am**.

- Teachers have two meetings after school on Mon and Tues (3.15pm – 4.00pm) as part of directed time.
- Teaching Assistants (Mon, Tue, Thu 8.30am - 3.45pm; Wed 8.30am - 4.00pm; Fri 8.30am - 3.15pm)



## Absence

If you are unable to work for any reason please send a text to 07736 466 908 stating your name and why you will not be in. This should be before 7am.