

### What should I do if I have an allegation against a member of staff?

You should report such allegations to Jessie Bruce or in her absence Emma Hill.

### What should I do if I have an allegation against the Head teacher?

You should report such allegations to the Chair of Governors, Gemma Williamson [chairofgovernors@cherrytree.herts.sch.uk](mailto:chairofgovernors@cherrytree.herts.sch.uk)

### How should I ensure that my behaviour is always appropriate?

- Staff maintain a professional approach towards children wherever and whenever you are in contact with them either in school or online.
- Ensure to exercise caution when accessing social media.
- Avoid as far as possible being alone or isolated with a child. If you are working with a child on their own always ensure that the door is left open or you are visible to others.
- Mobile phones or tablets may be used to take photographs/stills or video footage of students, for purposes authorised by the school. All images taken must be downloaded and erased from the device before leaving the premises or once they have been shared on the appropriate platforms.
- Where staff have access to confidential information about children or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the child.

### Important contact details:

#### Designated Senior Person for Child Protection

Jessie Bruce Headteacher  
[head@cherrytree.herts.sch.uk](mailto:head@cherrytree.herts.sch.uk)

#### Deputy Designated Senior Persons for Child Protection

Emma Hill Assistant Headteacher  
[ehill@cherrytree.herts.sch.uk](mailto:ehill@cherrytree.herts.sch.uk)

Katy Wolstencroft KS1 Leader  
[kwolstencroft@cherrytree.herts.sch.uk](mailto:kwolstencroft@cherrytree.herts.sch.uk)

Jennie Ranyard Pastoral Leader  
[jranyard@cherrytree.herts.sch.uk](mailto:jranyard@cherrytree.herts.sch.uk)

Emma Birdsall EYFS Leader  
[ebirdsall@cherrytree.herts.sch.uk](mailto:ebirdsall@cherrytree.herts.sch.uk)



Would you know what to do?

# Safeguarding Children During School Closure

Guidance for staff, parents and carers

We can all play a part in keeping the **children safe** whilst being at home, working offsite or onsite at Cherry Tree Primary School. This is whether you are directly employed by the school, or a parent or carer.

The child protection policy & Coronavirus update is available on our website

[www.cherrytree.herts.sch.uk](http://www.cherrytree.herts.sch.uk)



Jessie Bruce  
Headteacher



Emma Hill  
Assistant Headteacher



Emma Birdsall  
EYFS Leader



Katy Wolstencroft  
KS1 Leader



Jennie Ranyard  
Pastoral Lead

**Our aim is to continue to provide a safe and secure environment for our children, staff, parents and carers whether in school or at home. We are committed to safeguarding and meeting the needs of young people during the coronavirus crisis and we hope this leaflet will provide some useful advice and information.**

#### **Working onsite at Cherry Tree Primary School:**

- All members of staff wear photo identity badges.
- All concerns are reported to the DSP onsite
- Log concern on CPOMS

#### **Core responsibilities**

- All those who come into contact with children through their everyday work have a duty to safeguard and promote the welfare of the children.

#### **Working Offsite During the Coronavirus Crisis**

- Staff to monitor and report any concerns to a DSP via phone or email
- Log concern on CPOMS

#### **Core responsibilities**

- All home working staff to monitor interactions of children through online media such as blogs, twitter and email and phone calls home and report concerns

#### **Parents and carers**

- If you have a concern about a child during the coronavirus period please report this to a Cherry Tree Designated Safeguarding Person or to Children's Services by calling 0300 123 4043
- If in immediate danger, please call 999 immediately.

#### **What should I do if I am worried about a child?**

If you become concerned about:

- Comments made by a child online or on the telephone
- Changes in the child's behaviour or demeanour online

Please report these concerns to any of the designated people for children protection.

#### **What should I do if a child discloses that he/she is being harmed?**

Although the likelihood of this is small it is important to know what to do in such an eventuality.

- Listen to what is being said without showing horror or disbelief.
- Allow the child to talk freely.
- Reassure the child but do not make promises that might not be able to be kept.
- Do not promise confidentiality but explain to the child that you have to tell the DSP in order to ensure that they are kept safe.
- Do not interrogate the child or ask leading questions.
- Reassure the child that it is not their fault.
- Stress that it is the right thing to tell an adult.
- Do not criticise the alleged perpetrator.

Immediately record details of the disclosure including wherever possible the exact word or phrases used by the child and enter this information directly into CPOMS, if unavailable or you do not have access to this system report this immediately to the DSP on duty.