VOLUNTEER AND VISITOR RESPONSIBILITIES

We would like to welcome you to our school.

MOBILE PHONES

Please turn off and put away your mobile while on our school site.

Everyone who comes into contact with children at our school, whether paid or voluntary, are responsible for their own actions and behaviour. We all have a duty to safeguard and promote the welfare of our children. Please follow this code of conduct when visiting our school.

- Do treat everyone with respect and all children equally
- Do set an example that you wish others to follow
- Do activities with children in sight of other adults
- Do respect a child's right to personal privacy
- Do make sure that the way in which you are behaving is appropriate and not open to misinterpretation
- Do not jump to conclusions or make unfounded judgements
- Do not allow children on your personal devices (such as a phone) or exchange your personal information
- Do not send or receive gifts unless arranged through the school

DBS CHECKS

All staff including supply staff, regular visitors and volunteers are subject to a Disclosure and Barring Service (DBS) check. This is to prevent anyone who poses a potential danger or risk to children from working in a school.

SIGNING IN

All visitors must sign in at the school office at the beginning of their visits, including supply teachers. You will be given am identity badge which must be worn **at all times.** At the end of your visit, you must sign out at the school office and return your identity badge when you leave.

CONCERNS ABOUT A CHILD

Physical, sexual and emotional abuse, or neglect, can have a damaging effect on a child's education, attainment and well-being. Changes to a child's behaviour may not necessarily indicate that a child is suffering from abuse or neglect. However, if whilst working with a child you become concerned, please report these concerns to the Designated Safeguarding Leads (DSLs) in the school, the class teacher or the head of school. Posters with information about the school's DSL's can be found around the building and in class information folders in every classroom.

ALLEGATIONS

Any concerns about anyone working in or visiting the school should be reported immediately to the Head of School. If the concerns are about the Head of School, please inform the Executive Head (Mr. Harding). Contact information can be found on the reverse of this leaflet.

DISCLOSURES OF ABUSE

While this can be an alarming situation, it is important that you know what to do if a child discloses something to you.

Stay calm and controlled; listen to what is said without showing shock or disbelief. Accept what is being said.

Allow the child to talk freely. **Listen** rather than direct the child through questioning. Do <u>not</u> interrogate them.

Reassure the child but do not make promises you can't keep. For example: never say that you will promise not to tell anyone but inform them that you may need to pass the information on so that you can help to keep them safe.

Reassure the child that telling you was the right thing to do.

Record the details of what was said straight away. Ask for a 'Safeguarding Concern' form to record the conversation or incident. These are the pink forms which can be found in every classroom, the staffroom and the school office. Try to use the same words as the child. Sign and date the document.

Immediately report you concerns and give the written documentation to the Designated Safeguarding Lead.

Be aware of your own emotional well-being and find someone to share your feelings with, whilst being mindful that children's details must remain confidential and within the school premises.