



# **Safeguarding Procedures**

**An information leaflet for  
volunteers and visitors to the  
school.**

## **BASIC PRINCIPLES OF CHILD PROTECTION**

- The children's welfare is paramount.
- Adults working in school are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions.
- Adults working in the school must work and be seen to work in an open and transparent way.

## **CHILD PROTECTION PROCEDURES**

As a visitor to our school, it is important that you are aware of our Child Protection procedures.

- As required, we have Designated Safeguarding Leads who are:

Mr Hughes, Mrs Fairclough, Mrs Williams, Miss Davies & Mrs Barnes.

- Our Nominated Governor is Mr Chris Beard.

There are four categories of abuse

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

It may be that you are approached by a child who wants to talk to you about something that has or is happening to them. They will tend to choose someone that they trust or know well and this will not always be their own class teacher.

There may however be occasions when you have cause for concern either about marks or bruises on a child, about something that they say or the condition that they are in at school, e.g. dirty, smelly or hungry.

**If you have any concerns about a child or a member of staff, please go to the School Office and a member of our staff will contact the relevant DSL.**

**Discrimination:** All members of the school community are of equal value and should be treated with dignity and respect.

**Health and Safety:** Staff must take care of their personal hygiene, safety and welfare, and that of other persons who may be affected by their acts or omissions. If you have a Health and Safety concern whilst on site, please speak to the school office.

**Fire:** You will be informed whether a fire drill is planned on the day of your visit. The fire alarm is a long continuous bell. You must prepare to leave by the relevant exits via the fire notices in each room  
Assembly point A: KS1 "The Ball Cage"  
Assembly point B: KS2 playground rear railings  
The school has designated Fire Marshals who will inform you when it is safe to return into the school.

**First Aid:** If a child requires first aid treatment this should be administered by a qualified first aider. There are a number of first aiders throughout the school. Ask a member of staff and they will direct you to the correct person.

**Cameras and mobile phones:** Personal mobile phones, cameras and video recorders cannot be used when in the presence of children.

**Confidentiality:** You will maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters. Do not discuss issues of particularly sensitive matters within the School community which could cause distress to staff, pupils or parents.

**Copyright:** Staff shall observe copyright laws on computer software, audio-visual and printed material.

**Data Protection:** Personal data must only be used to assist you to carry out your work; it must not be given to people who have no right to see it. You should maintain the security of all information you have on individual pupils.

**Staff conduct:** All adults on school premises will display the highest possible standards of professional behaviour that is required in an educational establishment.

**Acceptable Use of IT equipment:** Conduct yourself professionally online; do not allow children access to your data through social networking sites such as Facebook; Only use school equipment for school linked tasks and not for your own personal use.