

**FLIXTON PRIMARY SCHOOL**

Safeguarding Advice for Volunteers and Visitors

This leaflet is designed to help parents, carers, volunteers and visitors to our school to understand the expected behaviour around our children to ensure their safety and wellbeing.

**If you have any safeguarding concerns, please inform our designated safeguarding team before you leave.**

**Mobile Telephones**

While working with children or in areas of the school where children circulate, you are asked to not use your mobile phone. Phones should be safely out of reach of children.

**Keeping Children Safe**

We are committed to promoting safeguarding and wellbeing of every pupil. Our aim is to provide a safe and secure environment for our pupils, staff, volunteers and visitors. We appreciate the help that you are able to give us and we hope that you enjoy working in our school.

This leaflet contains information to be helpful. If you need any more information, or have any questions, please do not hesitate to ask.

**What are my responsibilities? What is the security protocol?**

As a visitor or volunteer, you will be issued with a badge when you sign in. This should be worn and visible at all times. Please remember to sign out before leaving the premises.

Volunteers will be required to sign the ‘volunteer code of conduct’. Supply teachers are required to sign our ‘Acceptable Use Policy’ for the use of technology in our school.

All supply teachers, regular visitors and volunteers will require a Disclosure and Barring Service and Enhanced Clearance. If you do not have one of these, then you will be supervised whilst working with our children.

**Safeguarding and Child Protection**

Our Designated Safeguarding Leads are Mr Jason Redmond, Headteacher and Miss Kate Harris. If you are worried about the welfare or treatment of a child during your visit, please inform a member of the admin team that you wish to speak to one of the Safeguarding Leads.

**If a child tells you something has happened (discloses)**

* **React calmly**
* **Listen carefully** to the child, particularly what is said spontaneously
* **Do not promise confidentiality.** Explain to the children you must pass on the information. **Act promptly and immediately.**
* **Do not ask leading questions or make judgements.** Clarify and check your concern. If you feel you are not sure, you might use terms such as, “Tell, explain, describe, outline…” Please do not interrogate the child. **Keep questions to a minimum.**
* **Reassure the child they are doing the right thing.**
* **Record carefully** what the child says using **their own words,** including how and when the account was given. Ensure you record the date and time. Pass this record onto the one of the Designated Safeguarding Leads.

If you feel that a child might be at risk of harm, but you are not sure, then inform the Safeguarding Team immediately. They will offer advice and take appropriate action.

**Child Abuse** can happen to any child, regardless of elements such as gender, culture, religion, social background, ability or disability.

**Types of Harm**

We all have a responsibility to keep children safe, both at home and in school. 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 sexual activity. This can be a physical activity, or non-physical such as being made to look at an inappropriate image.
* **Emotional –** When a child is made to feel frightened, worthless, or unloved. It can be shouting, using threats or making fun of someone. It can also be when children see their parents or visitors to their home fighting or using violence.
* **Neglect –** When a child is not being taken care of by their parents or carers. It can be poor hygiene, poor diet, not keeping medical appointments, not coming to school or being left at home alone.

**Staff Conduct**

If you are concerned about the conduct of a member of staff, either in their general behaviour or demeanour, or following an observation or disclosure, the following actions must be taken immediately:

* **Inform the Headteacher, Mr Jason Redmond**
* **In their absence, inform the Deputy Headteachers Miss Holly Freeman and Mrs Ceris Johnson or Designated Safeguarding Lead, Miss Kate Harris**

**How do I ensure my behaviour is always appropriate?**

If you are asked to work 1-1 with a child, always keep the door open and remain visible.

Please do not photograph the children.

Any unprofessional contact with children may leave you vulnerable to an allegation of abuse being made against you.

**This leaflet has been given to you to ensure you understand what is expected of you when you visit our school. If you are unclear about anything in this leaflet, please speak to a member of staff.**