

Volunteers/Visitors Responsibility

All those who come into contact with children through their everyday work whether paid or voluntary are responsible for their own actions and behaviour. You should avoid any contact which would leave any reasonable person to question your motivation and intention. At Clayton Village Primary School we have a duty to safeguard and promote the welfare of EVERY CHILD.

Please follow our code of behaviour:

- **Do** treat everyone with respect.
- **Do** provide an example you wish others to follow.
- **Do** remember that someone else might misinterpret your actions, no matter how well intended.
- **Do** plan activities so that they may involve more than one person at least in sight or hearing of others.
- **Do** respect a child's right to privacy.
- **Do** act an appropriate role model.
- **Do** provide access for children and adults to feel comfortable enough to point out attitudes and behaviours they do not like.
- **Do** provide a caring atmosphere.
- **DO NOT** jump to conclusions without checking facts.
- **DO NOT** permit abusive activities e.g. bullying or ridicule.
- **DO NOT** make inappropriate comments or have inappropriate verbal banter with the children.
- **DO NOT** make suggestive remarks, gestures or tell sexist/racist or homophobic jokes.
- **DO NOT** rely on your good name to protect you, it may not be enough.
- **DO NOT** believe it could not happen to you IT COULD.

DBS Checks

All staff, including supply staff, regular visitors and volunteers are subject to Disclosure and Barring Service checks (DBS). This is to ensure that unsuitable people are prevented from working with children.

Identity Badges

All visitors at Clayton Village Primary School must wear their visitors badges received from Reception when signing in. Any adult without a badge will be challenged.

Worried about a child?

Abuse (physical, sexual or emotional) or neglect can have a damaging effect on a child's health, educational attainment and emotional well-being. Some changes in a child's behaviour may not necessarily indicate that a child is suffering abuse or neglect. In some cases those changes may be a symptom of a hidden disability, undiagnosed medical condition changes in medication. If whilst working with a child you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in a child's behaviour

Please report these concerns immediately to the child's class teacher, who if they feel it is appropriate, will pass the information on to the designated named person for child protection.

Please do not leave school until you have spoken to a member or staff if you are concerned about anything.

Disclosure of abuse by a child:

Whilst this can be an alarming situation, it is important that you know what to do in such an eventuality that you stay calm and controlled.

- Listen to what is being said without displaying shock or belief. Accept what is being said.
- Allow the child to talk freely, listen rather than ask direct questions.
- Reassure the child but do not make promises that might not be possible to keep.
- Do not promise confidentiality but explain to the child that you will have to tell their teacher or Headteacher in order to help them.
- Do not interrogate the child or ask them leading questions.
- Reassure the child that it is not their fault.
- Stress that it was right for them to tell.
- Make them aware that their disclosure will be reported only to those who need to know and can help.
- Record details of the disclosure immediately, including whenever possible the exact words or phrases used by the child. Sign and date the record.
- Report your concerns and give your written record to the designated named person for child protection to enable the matter to be dealt with in the most appropriate way.
- Be aware of your own feelings about abuse and find someone you can share your feelings with once the procedures have been completed.

IT IS IMPORTANT TO REMEMBER THAT CHILDREN'S DETAILS AND NAMES MUST REMAIN CONFIDENTIAL AND ANY DISCUSSION THAT YOU FEEL YOU NEED TO UNDERTAKE DOES NOT ALLOW THE CHILD TO BE IDENTIFIED TO ANYONE ELSE.

E-Safety

All visitors and volunteers are asked to follow our acceptable use policy. We must ask you to adhere to the following guidelines:

- Camera/mobile phones must be switched off while you are in school and not to be kept in areas where children are. (Lockers are available).
If you need to be contacted please give the school's number: 01274 414115, and the office staff will inform you of any phone call.
- DO NOT open up attachments on the internet that you are not sure of – they may leave a virus or be downloading inappropriate material.
- Internet browsing is not permitted unless permission is gained from the Headteacher. Deliberate access to inappropriate materials any adults is unacceptable and will be reported.
- DO NOT give your e-mail address or phone number to any past or present pupils from Clayton Village.
- DO NOT take photographs/videos of the children unless directed to do so by a member of school staff.
- DO NOT discuss issues or refer to any pupil or member of school staff on a Social Networking site e.g. Facebook. Post only what you want the world to see.

We are committed to safeguarding and meeting the needs of all our children.

Everyone is responsible to make sure that children at Clayton Village Primary School are safe as, "Every Child Matters".

Designated Safeguarding Lead

1. Mrs Heidi Rahim (Headteacher)

Deputy D.S.L

2. Miss Emily Needham (Assistant Headteacher)

In their absence please enquire at the school office. If the concerns are about the Headteacher please inform Pennine Academy Trust, Deirdre Bailey Her number is available from the main school office.

Any allegations should be reported to the Headteacher or in her absence the Assistant Headteachers.

FIRE SAFETY

If the alarm sounds:

- Stop immediately.
- Leave the building by the nearest exit.
- Walk quickly and calmly to the playground.
- Staff will take a register.

DO NOT RE-ENTER THE BUILDING UNTIL THE HEADTEACHER OR HER REPRESENTATIVE ADVISES THAT IT IS SAFE TO DO SO.

If you require assistance to evacuate the building or have a medical need then please inform the school office upon arrival.

The alarm is tested every Wednesday at 11am

Safeguarding Procedures

CLAYTON VILLAGE PRIMARY SCHOOL



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

**Headteacher: Heidi Rahim
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