

Never access, copy, remove or otherwise alter any other user's files, without permission.

Never install or attempt to install programmes of any type on a school device, nor will I try to alter computer settings, unless I have permission to do so.

Never disable or cause any damage to school equipment, or the equipment belonging to others.

Immediately report any damage or faults involving equipment or software, whatever the cause.

If you are concerned about the conduct of a member of staff during your visit the following actions must be taken:

Immediately inform the Headteacher (unless the concern is about the Headteacher. In this case matters should be discussed with the Chair of Governors)

In their absence, immediately inform the Deputy Headteacher

Health & Safety

Fire:

In the event of a fire alarm please use the nearest fire exit and make yourself known to a member of staff.

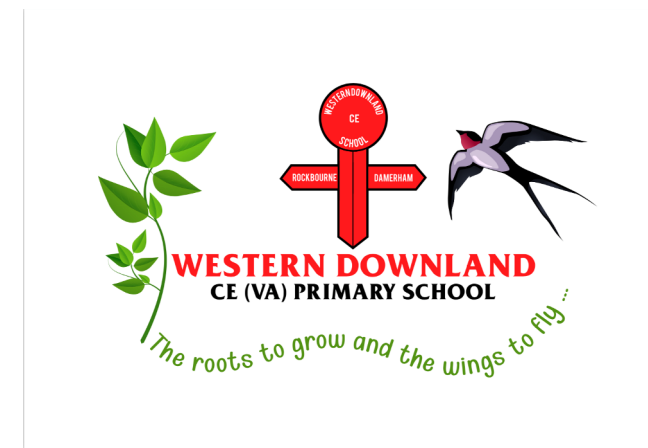

Accidents & Illness :

All accidents, regardless of severity, need to be reported to a first aider. Staff will inform you of the first aider nearest to where you are based. All accidents will be logged in the accident book.

It is everyone's responsibility to ensure that our children stay safe. Each person who works in school, or visits, shares that responsibility.

This leaflet has been given to you to make sure you understand what is expected of you as a visitor. Please do not hesitate to talk to any member of staff if you are unclear about anything you read.

If you have concerns about the safety of any young person in our school, you must report this to the Designated Safeguarding Lead.



A Guide to Safeguarding for all Visitors & Volunteers

Western Downland CE VA Primary School is committed to safeguarding and promoting the welfare of our children and requires all staff, volunteers and visitors to share this commitment.

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

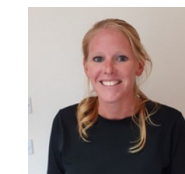
This leaflet contains information about our expectations of you whilst you are visiting our school. If you are unclear about anything please speak to any of the contacts named within. Please keep this leaflet in a safe place so that you can refer to it again if you need to.

CRB Checks

Our recruiting and selection procedures specify that all visitors/volunteers who have regular contact with our children will require an enhanced CRB Disclosure. This is to help ensure that unsuitable people are prevented from working with children. Please inform the headteacher if you become subject to any criminal investigation, caution or conviction. This helps to protect you as well as the young people in your care.

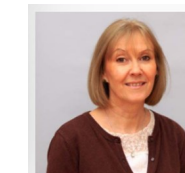
Designated Safeguarding Lead

Alice Tubbs- Headteacher



Deputy Designated Safeguarding Lead

Jackie Miller- Deputy Headteacher



Clare Worsfold - SENCO



Hannah Mace- EYFS Lead



Governor with Safeguarding Responsibility

Kirsty Anderson/Gemma Hearsum



Visitor procedure

All visitors must sign in at reception.

All visitors will be issued with a visitors badge which must be worn whilst on site.

Visitors without a CRB Disclosure will be asked to remain under the supervision of a designated member of staff whilst on site.

All visitors must sign out at reception before leaving the site.

Visitors wishing to see a member of staff should contact the school to make an appointment.

Mobile Phones

To protect our children we respectfully ask that you do not use your mobile phone or personal device on the school site and that your phone/device is kept in your bag/pocket.

School Trips/Visits

Carrying mobile phones on trips can help to ensure safety for all members of the school. However, it is important that the following guidance is adhered to in order to keep children safe and protect staff and volunteers from accusations of inappropriate use:

Personal phones should **only** be used to contact staff members or volunteers on the trip, the school or emergency services. If possible, these calls should be made away from children. Personal phones **should not be used for any other purpose**. This means that personal calls or texts should not be made or accepted. On residential trips this will apply while the member of staff or volunteer is on duty.

Staff and volunteers should ensure that next of kin are provided with the site number so that in an emergency the site is contacted and will make contact with the relevant person through the leader.

Personal mobile phones or devices must not be used under any circumstances to take photographs or videos of pupils.

What do I do if I'm worried about a child?

If you become concerned about:

Something a child says

Marks or bruising on a child

Changes in a child's behaviour or demeanour

Please report these concerns to the class teacher or a member of the school staff who, if they feel appropriate, will pass the information onto one of the school's Designated Safeguarding Leads. Child abuse can happen to all children regardless of gender, culture, religion, social background and those with or without disability.

What do I do if a child discloses they are being harmed?

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

Listen carefully to the child, particularly what is said spontaneously

Allow the child to talk freely

Remember not to show shock or disbelief

Do not promise confidentiality. Reassure the child but do not make promises that might not be possible to keep.

Reassure the child that you will tell the teacher or headteacher who will be able to help them

Do not interrogate or ask leading questions

Reassure the child that it is not their fault; stress that it was right to tell

Do not criticise the alleged perpetrator

Record carefully what the child says in their words including how and when the account was given

Date, time & sign the record. Pass this on to one of the Designated Safeguarding Leads

Visitor Code of Conduct

Treat everyone with respect

Act as a positive role model at all times, displaying high standards in the use of language, manner, punctuality and preparation

Keep information confidential

Inform the teacher of any inappropriate behaviour

Follow the instructions given to you by the class teacher (if you are working with children) and respect the guidance of the teacher at all times

Never share personal information with a child. If a child tries to share their details with you, you should inform the class teacher as soon as possible.

Remember someone else may misinterpret your actions no matter how well intended

Avoid physical contact with children unless you are preventing them from immediately harming themselves or others

Do not make suggestive remarks, gestures, or tell sexist, racist or homophobic jokes

It is best not to do anything for a child that he/she can do for him/herself

Always tell someone if a child touches you or speaks to you inappropriately

If you are working with a pupil on his/her own, always ensure that the door is left open or that you can be visible to others.

Never try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, terrorist and extremist material, adult pornography) or inappropriate or may cause harm or distress to others. Never use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.

Report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.