

### Visitors

All visitors must sign in at the front office with proof of identity if requested.

A visible badge or visitor sticker must be worn.

Please remember to sign out.

### Other Information

The use of all mobile phones and cameras is prohibited in all toilet and changing areas.

NO photographs may be taken on personal tablets or mobile phones.

### Fire Procedures





In the event of a fire alarm, please evacuate the building and meet at the assembly point on the main playground.

### School Policies

Our school policies are accessible in the staffroom or on the website.

They include: Positive Handling, Bullying, E-Safety, Mobile phone use, Safeguarding and Child Protection policy, Keeping children safe in education, Intimate Care etc.

### Contacts

	<b>Colin Marks</b> Designated Safeguarding Lead
	<b>Linda Harries</b> Deputy Designated Safeguarding Lead
	<b>Jackie Johnson</b> Deputy Designated Safeguarding Lead
	<b>Kirsty Cleworth</b> Safeguarding Governor

### Finally

No child should suffer harm, either at home or at school. Everyone who works in our school has a responsibility to make sure that all our young people are safe.

This leaflet has been given to you to make sure you understand what is expected of you. Please ask the person who gave it to you if you are unclear about anything in it, and keep the leaflet in a safe place, so that you can read it again if you need to.

If you are worried about the safety of any young person in our school, you must report this to the Designated Senior Member of Staff in school.



# Orton Wistow Primary School



**“Taking PRIDE in all we do.”**

**Safeguarding Information  
for Volunteers and Visitors**



## Child Protection Advice for Volunteers & Visitors

Thank you for your interest in becoming a volunteer or regular visitor. As a school we are committed to safeguarding and meeting the needs of children and we hope this leaflet will provide some useful advice and information when working with children at **Orton Wistow Primary School**.

### What are my responsibilities as a Volunteer?

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

### DBS checks

**Orton Wistow Primary School's** procedures specify that all volunteers who work with children three or more days in a 30 day period, or overnight, will require an enhanced DBS Disclosure. This is to help ensure that unsuitable people are prevented from working with children.

The School Business Manager (**Mrs Kate McLaughlin**) will inform you as to whether or not you require a DBS

Disclosure. If you do not, you should not be left unsupervised with children.

DBS applications can be made via **Mrs McLaughlin in the School Office**, who will help you complete the application form and advise which documentation is necessary for you to present for the check to be completed.

Please also inform **Mr Colin Marks, the Head Teacher**, immediately 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.



**Orton Wistow Primary School's** Safeguarding Policy is available from **the School Office and on the school website**.

### What should I do if I am worried about a child?

If whilst working with a child you become concerned about:

- Comments made by a child, marks or bruising on a child or changes in the child's behaviour or demeanour, report these concerns to the class teacher, who will pass the information on to the school's Designated Member of Staff.

### What should I do if a child discloses that s/he is being harmed?

Although the likelihood of this is small it is important to know what to do in such an eventuality as children rarely lie about such matters

- Listen to what is being said without displaying shock or disbelief; accept what is being said
- Allow the child to talk freely
- 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 have to tell their teacher or Head Teacher in order that they can help
- **Do not interrogate or ask leading questions**
- Reassure the pupil that it is not their fault
- Stress that it was the right thing to tell
- Do not criticise the alleged perpetrator

Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child. Forms for are available from **the staff room** and should be completed and returned to the Designated Senior Member of Staff. Please ensure you have signed and dated the record.

### What should I do if the alleged abuser is a member of the school staff?

You should report such allegations to the Head Teacher.

### What should I do if the alleged abuser is the Head Teacher?

You should report such allegations to the Deputy Designated Senior Member of Staff who will notify the Chair of Governors.

### How do I assure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect.

As a volunteer you may well be working closely with children sometimes on a one to one basis.

Children, especially when they are young, are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject this. You should, however, be careful about touching pupils. 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.

Do not photograph pupils, unless requested to by the class teacher, exchange e-mails or text messages, or give out your own personal details.

Please help us to safeguard the children in our care by following these guidelines at all times.

