

Staff and Visitor Conduct

All staff, volunteers and visitors are required to work in a professional way with children. All staff should be aware of the dangers in:

- Working alone with child (e.g. a door should be open with a clear view in to the room maintained)
- Cultural and gender stereotyping
- Dealing with sensitive information
- Giving to and receiving gifts from children and parents
- Contacting children through private phone, text, email or social networking sites
- Disclosing personal details inappropriately
- Meeting pupils outside of school hours or school duties

No photographs should be taken in school without specific permission

All staff and visitors must promote the school's ethos and values

School values

RESPECT and RESPONSIBILITY
TRUTHFULNESS and FRIENDSHIP
CREATIVITY and COMPASSION

At Hethersett VC Primary School, we welcome visitors and volunteers. Everything that volunteers see and hear (particularly in relation to children's welfare, behaviour or levels of work) must be held in confidence and not shared with others outside of the school. If volunteers have any questions regarding anything they see or hear in school, or they have concerns about the wellbeing of a child, they should speak to the class teacher or the Headteacher. Students taking part in recognised qualifications & training will be advised of our confidentiality policy & required to respect it.

Fire Alarm and Lockdown

Any person discovering a fire or other emergency which requires evacuation of the building should sound the nearest fire alarm. On hearing the fire alarm, (continuous bell) staff and others should leave the building and proceed to the assembly point on the main front playground. All visitors should report to the nearest member of staff, who will then direct to the person responsible for visitors register that day.

An internal lockdown is signalled by 5 whistle blasts. Please proceed into the nearest building

Hethersett VC Primary School

22 Queen's Road
Hethersett

Phone: 01603 810498

**Hethersett
VC Primary**



**Hethersett VC
Primary School**
**Visitors guide to
Safeguarding,
Child Protection
and Safety**

'Keep your roots deep in him, build your lives on him, and become stronger in your faith, as you were taught. And be filled with thanksgiving. 'Colossians 2:7

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

Introduction

Safeguarding and child protection are the most important part of everyone's jobs at Hethersett VC Primary School. We ask all visitors to follow the guidelines set out in this pamphlet.

Whether you are a teacher, member of the support staff, visitor or volunteer, we ask that you adhere to our policies and procedures whilst you are at our school.

Who's who?

If you have any child protection concerns about a young person you meet at Hethersett Primary School you must immediately report these to a member of staff

If you feel a young person is at risk, or is the subject of abuse, you should contact one of the Senior Designated Professionals (SDP) for safeguarding who are:



Left to right

Mr Matthew Parslow—Williams Headteacher

Miss Ros Miller Assistant Headteacher

Mrs Karen Corina Receptionist

Mrs Victoria Burgess Senco

What should you report?

- Does the child seem to be unfed or unkempt?
- Does the child seem to be bruised or have injuries?
- Does the child talk inappropriately about violence e.g. at home)?
- Does the child act in an inappropriate manner, relating to sexual matters, for their age?
- Does the parent talk about violence in the home?

This list is not exhaustive – please report anything that gives you cause for concern.

It is not the responsibility of school staff, volunteers or visitors to form judgements or to make enquires of parents or others involved.

What if a child wants to tell me something?

- If a child begins to tell you something that is happening to them you should:
 - Tell them that you want to make sure that they are safe.
 - Tell them that you will have to pass on what they tell you to help them keep safe.
 - Listen carefully and try not to ask questions.
 - See the Senior Designated Professional immediately and complete a safeguarding referral form. These are kept in the staff room and reception or are available from the Senior Designated Professional.

Keeping Students Safe

The school operates a policy of restricting unsupervised access to students to those adults who are correctly vetted.

All adults who work regularly with young people must undertake an Enhanced Criminal Records Bureau check which must be completed before you commence working with our young people.

Adults visiting the site for meetings will be accompanied throughout their visit and do not need to be checked. **They must sign in and out of reception and wear a visitors badge with a red lanyard at all times.**

Any unidentified adult in the school should be reported to reception immediately.

First Aid

If you encounter a child with any medical concerns, or who seems ill, they should be referred to the school reception where a qualified first aider can assess them.