

SAFE WORKING WITHIN HAMBROOK PRIMARY SCHOOL



- Provide a good example and be a positive role-model by being respectful, fair and considerate to all
- Treat all children equally – never build a ‘special relationship’ or favour a particular child above others
- Ensure that when working with individual children, that the door is left open and you are visible to others
- Do not photograph children (unless on a school device when requested by a member of the school staff)
- Only touch children for professional reasons and when this is necessary and appropriate for the child’s well-being and safety
- Remember that someone else might misinterpret your actions, no matter how well intentioned
- Do not play physical games, make inappropriate remarks or have inappropriate banter with children (even if you know them out of school)
- Understand that if a member of staff feels that your actions or behaviour put a child, or yourself, at potential risk, they have a duty to report this
- Never give your own personal details to a child
- Do not receive or give gifts unless arranged through school

PROTECT OUR CHILDREN

Please do not:

- Decide to do nothing
- Leave our school without telling anyone
- Discuss the situation outside school

If in doubt, report your concerns

PROTECT YOURSELF

Don’t rely on your good name to protect you.

Following these guidelines protects you as well as our children



SAFEGUARDING PROCEDURES

Briefing document for visitors and volunteers

All visitors to the school, including parents/carers are expected to support our commitment to equalities and comply with the duties set out in our Single Equality Scheme.

This document gives a brief overview of our Safeguarding procedures. It is important that all visitors make themselves aware of them.

DBS CERTIFICATES are required for regular volunteers. Advice about DBS certificates is available from our school offices. You will be asked to work in the classroom with a member of staff present at all times if you have no certificate.

RESPONSIBILITY OF VISITORS AND VOLUNTEERS

All those who come into contact with children, whether paid or voluntary, are responsible for their own actions and behaviour. You should avoid any contact which would lead any reasonable person to question your motivation and intention. At Hambrook we have a duty to safeguard and promote the welfare of our children.

Please always follow these procedures:

- Sign in at the main reception and sign out again when you are leaving
- Ensure that your visitors' badge (or badge from your agency / school) is clearly displayed at all times when you are in the school

ALLEGATIONS

- Any allegations should be reported immediately to a teacher or other senior member of staff
- If the concerns are about the Headteacher you should inform the Chair of Governors

Designated senior member of staff for Safeguarding:

Jo Dent (Headteacher)

or in her absence:

Emma Cholmondeley (Deputy Head)

Governor with responsibility for Safeguarding:

Briony Bassett-Lowe
(Personnel Governor)

Governor with responsibility in the case of an allegation against a member of staff:

John Evans (Chair of Governors)

To contact the Safeguarding Governors, please ask for contact details from one of the school offices.

WHAT TO DO IF YOU ARE WORRIED ABOUT A CHILD

If you are concerned about:

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

Please report these immediately to a teacher.

If a child makes a disclosure to you:

- Listen and accept what is said
- Do not display shock or disbelief
- Do not ask any direct or leading questions
- Reassure the child but never make any promises you may not be able to keep
- Explain to the child that you will have to tell their teacher or the Head teacher in order to be able to help them
- Stress that it was right to tell
- Record details immediately, where possible using the exact words or phrases used by the child; sign and date the record and hand it on
- Be aware of your own feelings about the issue and find someone you can share them with

All details and names must remain completely confidential.