

Staff and Volunteer Conduct

If you are concerned about the conduct of a member of staff, volunteer or visitor you should report this to a senior person not implicated in the concern, ideally the Headteacher or if not appropriate the Designated Safeguarding Lead.

If, however, your concern is about the Head Teacher, you should report this to the Chair of Governors, Mr Neil Eley.

The senior person will then contact the Local Authority Designated Officer (LADO) for a discussion.

More detailed contact details can be found within this leaflet.

Further Information

Further information is available in our Parent Helpers, Volunteers and Visitors Handbook.

Or ask for advice from the School Office; Mrs Chubb or Mrs Childs will be able to help.

Emergency Procedures

Any person discovering a fire must:

- Operate the nearest fire alarm

On hearing the fire signal:

- When in a classroom the order to evacuate will be given by the teacher, who will indicate the route to be followed.
- If not in a classroom, walk to the nearest fire exit to an assembly point. Either at the front of the school Or on the playground.
- At all times act quietly and calmly.
- Do not stop to collect your personal belongings.

First Aid

If a child requires first aid assistance whilst in school please contact a member of staff who will contact a trained first aider.



Safeguarding

Guide for Visitors and Volunteers

Welcome to our school

At Upton St Leonards Church of England Primary School we are committed to safeguarding and promoting the welfare of children. As such we expect all staff, volunteers and visitors to share this common commitment.

This leaflet contains information about our expectations of you whilst visiting our school. It provides information about our Safeguarding and Emergency Procedures. Please keep this leaflet in a safe place so that you can read it again if you need to.

We hope you enjoy your time at our school.

Keeping ourselves safe

Types of harm

We all have a responsibility to keep children safe, both at home and in school.

Harm is identified in four ways:

Physical - when a child is deliberately hurt or injured.

Sexual - when a child is influenced or forced to take part in a sexual activity. This can be a physical activity or no-physical, e.g. being made to look at an inappropriate image.

Emotional - when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence.

Neglect - when a child is not being taken care of by their parents/ carers. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left home alone.

At any time you might be concerned about information which suggests a child is being neglected or is experiencing physical, emotional or sexual harm.

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

You may observe physical signs, notice changes in the child's behaviour or presentation, pick up signs of emotional distress or have a child disclose a harmful experience to you.

1. Listen

Listen carefully to what is being said to you. Do not interrupt.

2. Reassure

Reassure the pupil that it is not their fault. Stress that it was the right thing to tell. Be calm, attentive and non-judgemental. Do not promise to keep what is said a secret. Ask non-leading questions e.g. (who, what, when, why and how) to clarify if necessary.

3. Act

Regardless of the source of harm, you MUST report your concern/disclosure to our Designated Safeguarding Lead (DSL) or Deputy Safeguarding Lead. The information you have may not be enough on its own for a Child Protection referral, but it will help your DSL to make a decision about risk of harm to the child.

Contacts

Our Designated Safeguarding Lead(DSL) is:

Miss S Daly, Inclusion Lead



Your Deputy DSLs are:

Mr M Allen, Head Teacher



Mrs M Cordall, Deputy Head



Mrs S Byrne, Business Manager



Your Chair of Governors is:

Mr Neil Eley
chair@upton-st-leonards.gloucs.sch.uk

The Local Authority Designated Officer is:

Mr Nigel Hatten
nigel.hatten@goucestershire.gov.uk

01452 426994