

## Welcome to our school

We welcome visitors to Petworth CofE Primary School.

Our priority is to ensure our school remains a safe place for children, staff and all other members of our school community.

Visitors to the school should sign in at the office where you will be given a visitor's badge which you should wear while in school. Please sign out when leaving.

We ensure that all adults who work or volunteer in our school are subject to the appropriate security and appointment checks including Disclosure and Baring System (DBS) checks.

If you have any concerns, we will always listen to them and seek to address them in line with our complaints policy.

### Further information

You can find the full Safeguarding, Child Protection, E-Safety and other policies on our school website at:

<http://www.petworth.w-sussex.sch.uk/website>

The school periodically publishes information about safeguarding and a page of useful safeguarding information and links on our website.

## Who to contact in our school

**If in doubt, talk to someone...**

**Designated Safeguarding Lead**

Mr John Galvin, Headteacher

**Designated Safeguarding Deputies**

Mrs L Sandon-Webb, Deputy

Headteacher / SENDCo

**REMEMBER, KEEPING OUR CHILDREN  
SAFE IS YOUR RESPONSIBILITY TOO!**

## Contact

Petworth CofE Primary School  
South Grove  
Petworth  
West Sussex  
GU8 0EE

Tel: 01798 342369

[office@petworth.w-sussex.sch.uk](mailto:office@petworth.w-sussex.sch.uk)



**A Guide to**

**Keeping Children**

**Safe when Visiting**

**Our School**

**Inspire, Nurture, Challenge**

## What is safeguarding?

Visitors coming on to school premises, including the playground, have a duty of care towards the welfare and safety of the children and adults in the school. This is called safeguarding.

### Safeguarding means that:

- children are protected from maltreatment
- a child's health or development is protected
- children grow up with safe and effective care
- action is taken to ensure the best outcomes for all children

Safeguarding is the action we take to promote the welfare of children in our care to protect them from harm. **We take this responsibility very seriously.**

## Child Protection

This is the process of protecting children who may be suffering from, or at risk of, significant harm. This includes physical abuse, sexual abuse, neglect, and emotional harm.

Child protection promotes the rights and welfare of all our children. If a child tells you something, keep calm, listen, do not question and never make any promises. If you have concerns, or if a child discloses something to you, inform Mr Galvin or Mrs Sandon-Webb immediately.

## Code of Conduct

### Remember:

- to sign in and out and collect a visitor's badge
- be a positive role model
- dress appropriately ensuring your clothing is not likely to be viewed as offensive or revealing
- treat all members of the school community with respect and tolerance
- respect children's privacy and dignity
- ensure you are visible by a member of staff when you are with children
- always be able to justify any physical contact you have with a young person
- always report any situations that arise that may cause concern
- keep confidentiality

### Never:

- photograph a child without the school's permission
- use your mobile phone in school unless you have permission
- ignore inappropriate behaviour towards children whether by adults or other children
- share personal details with a child
- meet a child out of school context
- discuss the school, its pupils or staff on social media
- make inappropriate comments about children or adults
- give gifts to a child (unless it has been agreed) or show preferential treatment

## E-Safety

Before using the internet, school network or IT equipment you will be asked to read and sign an acceptable use agreement, which is designed to ensure that all adults working in school are aware of their individual responsibilities. The terms of this agreement should be followed at all times.

## Fire and Emergency

If you discover a fire, sound the alarm and ring 999.

On hearing the alarm exit by the nearest fire exit and make your way round the building to the nearest playground within the school grounds. If you are responsible for children make sure they leave the school immediately.

## Health and Safety

If you have a concern please inform a member of staff who will pass it on to the responsible person.

## First Aid

Many of our staff members are trained first aiders. If you or a child needs assistance, please inform a member of staff. Visitors should not treat children unless permission has been given. In an emergency do not hesitate to call 999 for an ambulance.

## Compassion, Peace, Respect