

## Contacts

We are committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors to share this common commitment.

This leaflet contains information about our expectations of you whilst you are visiting our school. If you are unclear about anything in it please speak to any of the contacts named within.

Please keep this leaflet in a safe place so that you can read it again if you need to.

If you are concerned about the safety of any child in our school, you must report this to the Designated Safeguarding Lead or, in their absence, another member of the safeguarding team.

If you are concerned about the conduct of a member of staff or volunteer in our school, you must contact the Headteacher.

### Education Safeguarding Advisory Service

#### **Officers:**

Tracey Ireland 01296 382817 (Aylesbury & North and Special Schools)

Julia Goodes 01296 382822 (Wycombe)

Julia White 01296 382828 (Chiltern & S Bucks / Independent schools)

### Referrals to Social Care

#### **First Response Team:**

01296 383962

#### **Out of Hours:** (Emergency Duty Team)

0800 999 767

### Buckinghamshire Safeguarding Children Partnership

[www.bucksscp.org.uk](http://www.bucksscp.org.uk)

# Safeguarding Guidance For Visitors and Volunteers



### What are my responsibilities whilst on site?

All those who come into contact with children through their everyday work whether paid or voluntary have a duty to safeguard and promote the welfare of children. In every school you will find a child protection policy document and it is very helpful to find out where it is and read it through. Our policy can be found on the school website. If you require a printed version please ask at the school office

We would respectfully ask that you do not use your mobile phone or any other mobile devices whilst onsite to record, take photos or access social media without first seeking permission

**Our Designated Safeguarding Lead is:**

**Mrs Louise Woods**

**In their absence please contact another member of the safeguarding team:**

**Miss Rosie Thompson**

### 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.

Listen to the child, without making judgements.

Take what they tell you seriously, children rarely lie about such matters.

Explain that you can't keep the information secret and must pass it on to someone who will know what to do.

Don't interrogate the child or ask leading questions, such as "what did he do next".

Reassure the child that they have done the right thing by telling someone.

Don't make promises that you can't keep but tell the child what you are going to do.

Report your concerns immediately to Designated Safeguarding Lead or, in their absence another member of the Safeguarding team.

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

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

Whilst at the school 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, it is important not to alienate them through lack of response or by appearing to reject this. You should, however, be careful about physical contact with children – our Code of Conduct will give guidance to how we manage this at our school and the expectations of adults in their contact with students.

If you are working with a pupil on his/her own always ensure that the door to the room is left open and that you are always visible to other members of school community.

Never make arrangements to meet a pupil on their own without school and parental permission either in the real world or online.

### **Do not**

- **photograph pupils**
- **exchange e-mails or text messages with pupils**
- **Have any communication via social media with pupils**
- **give out your own personal details or**
- **accept /allow pupils to have contact with you via social media**
- **use recording devices (sound or video)**