

HALL ORCHARD



Safeguarding Information for Volunteers and Visitors

Designated Safeguarding Leaders



Lead safeguarding leader
Mrs Nadine Roodhouse
Deputy Headteacher



Deputy safeguarding leader
Ms Jane McKay
Headteacher

Hall Orchard C of E Primary School,
Church Street, Barrow-upon-Soar, Loughborough, Leicestershire, LE12 8HP
Email: reception@hall-orchard.leics.sch.uk Tel: 01509 412188

Arrival on Site

On arrival you will be asked to sign the visitors book. You will be required to wear your badge at all times. When leaving the premises, please sign out.

Volunteers' and Visitors' responsibilities

All those who come into contact with children through everyday work, whether paid or voluntary, are responsible for their own actions and behaviour.

You should avoid any contact with children which may lead any reasonable person to question your motivation and intention.

At Hall Orchard CE Primary School we have a duty to safeguard and promote the welfare of all children.

First Aid

For all first aid requirements please report to the school office.

Smoking

We operate a non-smoking policy. This includes the grounds and the building.

DBS certificates

All staff, including supply staff, regular visitors and volunteers are subject to Disclosure and Barring Services (DBS) certificates. This is to help ensure that unsuitable people are prevented from working with children. Advice about DBS certificates is available from the school office.

Fire safety for all visitors/volunteers

On hearing the alarm:

- Evacuate the building via the nearest fire exit, ensuring that all doors are closed behind you.
- Disabled visitors – if you feel you require assistance during an evacuation, please advise the staff at reception upon arrival.
- Do not run or panic.
- Proceed to the assembly point (lower playground) and report to the office staff.
- Do not return to the building until instructed to do so.
- Once all persons have been accounted for, you will be advised what further action to take.

Worried about a child?

Abuse (physical, sexual, emotional) or neglect can have a damaging effect on a child's health, educational attainment and emotional well-being. If, whilst working with a child, you become concerned about:

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

Please report these to the class teacher or to one of our Safeguarding Leaders.

Disclosure of abuse by a child:

It is important to know what to do should a disclosure be made. Please stay calm and controlled and follow this guidance:

- Listen to what is being said without displaying shock or disbelief.
- Accept what is being said.
- Allow the child to talk freely and listen to them.
- Do not interrogate the child or ask leading questions.
- Reassure the child that it is not their fault.
- Reassure that child that it is right to tell.
- Reassure the child but do not make promises that might not be possible to keep.
- Do not promise confidentiality. Explain to the child that you have to tell their teacher, deputy or headteacher in order to help them.
- Make them aware that their disclosure will be reported only to those that need to know.
- Record details of the disclosure immediately, including the exact words or phrases used by the child. Sign and date the record, adding the time the disclosure took place.
- Report your concerns and give your written record to one of the Designated Safeguarding Leaders.

It is important to remember that children's details, names and any information gained remain confidential following your visit.

Safe working within Hall Orchard CE Primary School

- Provide a good example and be a positive role-model by being respectful, fair and considerate to all.
- Treat all children equally.
- Ensure that when working with individual children you can be visible to others.
- Do not photograph children or exchange contact details.
- Do not use mobile phones and personal devices in the presence of pupils.
- Do not use mobile phones or personal devices to take images or footage of pupils.
- Do not offer lifts to children.
- Do not receive or give gifts unless arranged through school.
- Only touch children for professional reasons and when this is necessary for the child's wellbeing and safety.

Allegations

If you are concerned about the conduct of a member of staff in school or another volunteer/visitor, report this immediately to the Headteacher.

If you are concerned about the conduct of the Headteacher, report this to the Chair of Governors

We are committed to safeguarding and meeting the needs of all of our children.

- Designated safeguarding leader: **Mrs Nadine Roodhouse**, Deputy Headteacher
- Deputy Designated safeguarding leader: **Ms Jane McKay**, Headteacher
- www.leics.gov.uk/firstresponse