

HALL ORCHARD



CE Primary School

Safeguarding Information for Volunteers and Visitors

Designated Safeguarding Leaders



Mrs Nadine Roodhouse
Lead Safeguarding Leader

Deputy Headteacher



Mr Steve Dunn
Deputy Safeguarding Leader

Headteacher



Mrs Harrison
Deputy Safeguarding Leader

Pastoral Lead

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 into our digital system. Your photograph will be taken and you will be issued with a visitor's badge and lanyard. You will be required to wear your badge and lanyard at all times. When leaving the premises, please sign out and return your badge and lanyard.

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.

Child-on-child Abuse

At Hall Orchard, we recognise that children can abuse other children and that it can happen inside and outside of school. We believe that child-on-child abuse is never acceptable, and it will not be tolerated. It will never be passed off as "banter," "just having a laugh," "a part of growing up" or "boys being boys." We will respond to all signs, reports, and concerns of child-on-child abuse, including those that have happened outside of our school premises, and/or online.

Child-on-child abuse is most likely to include, but may not be limited to:

- Bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse)
- sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence)

If you have any concerns about child-on-child abuse, please report these to the class teacher or one of our Safeguarding Leads.

Online Safety

We recognise that technology is a significant component in many safeguarding and wellbeing issues and that children are at risk of abuse online as well as face to face.

Pupils should:

- Hand mobile phones to class teachers on arrival at school.
- Be supervised when using technology in class.
- Not use technology during unstructured times (break/lunch).
- Report any concerns or incidents to their class teacher or another adult in school.

Visitors and volunteers should:

- Read, understand, sign and adhere to our acceptable use agreement
- Report any concerns, no matter how small, to the designated safety lead or classteacher
- Maintain an awareness of current online safety issues and guidance
- Model safe, responsible and professional behaviours in their own use of technology at school and as part of remote teaching or any online communications

If you have any concerns about child-on-child abuse, please report these to the class teacher or one of our Safeguarding Leads.

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. If you feel you cannot report the concerns to the DSL or you are still worried about the safety of the child you must still take action – report to the head teacher if they are not the DSL or to First Response on 0116 305 0005.

Teachers have a duty to report cases of female genital mutilation to the Police.

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, or in their absence contact the Allegations Manager as soon as possible on 0116 305 4141.

Keep the matter confidential. Do not alert the person you are concerned about as this could compromise any future investigation. Follow procedures but you have a duty to ensure matters are taken forward and can contact the Allegation Managers yourself.

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: **Mr Steve Dunn**, Headteacher

Deputy Designated Safeguarding Leader: **Mrs Rebecca Harrison**, Pastoral Leader

Chair of Governors: **Mr Paul Browning**

Contacts

First Response Children's Duty (for all referrals and advice)	0116 305 0005
Emergency Duty Team (out of hours emergencies)	0116 305 0005
Leicester City (for those children living within the city)	0116 454 1004
Rutland (for those children living in Rutland)	01572 758407
Allegations Manager (Leicestershire)	0116 305 4141

www.leics.gov.uk/firstresponse