

### **Child Missing/Absconding**

Should you discover a pupil is missing/has absconded please inform the class teacher immediately who will inform the Headteacher and office. They will implement our Child Missing Protocol. You should not follow or send anyone off the premises.

### **Medical Information**

Please liaise with the class teacher and familiarise yourself with children who have inhalers and Epipens (this may be for food allergies or stings). Only named trained staff should administer Epipens or medication or first aid. In the case of accidents you should notify the class teacher. Some children in school have special educational needs (SEN). If you are asked to support such children you will be fully briefed by the class teacher.

### **Emergency Procedures for Fire/Evacuation of Building**

In the event you discover a fire please sound the alarm. Do not attempt to fight the fire unless your evacuation pathway is blocked and you are trapped. Evacuation maps are located in all classrooms and shared areas. Should you hear the fire alarm please assist the class teacher to line the children up whilst a quick head count is performed. No attempt should be made to gather belongings or coats. If you are working in a shared area do not return to the classroom. On no account should anyone re-enter the building. Emergency services are contacted automatically with a further telephone notification made by the school staff.

### **Practical Information**

Please do not leave any valuables unattended. Lunch should be eaten in the staff room where hot drinks are available.

**Please help us to safeguard our children in our care by following these guidelines.**

## **CONTACTS**

Headteacher - Mrs J Wills

Designated Safeguarding Lead (DSL) - Mrs E Davies (Assistant Head Teacher)

Deputy DSL - Mrs S Gabriel (Forest School Co-ordinator)  
and Mrs Laura Berryman (Nursery Manager/Teacher)

Governor with Safeguarding Responsibility - Mrs R Maund

Chair of Governors - Mrs T Kelly-Freer

## **UPTON-UPON-SEVERN PRIMARY AND PRE SCHOOL**



## **SAFEGUARDING ADVICE FOR REGULAR VISITORS AND VOLUNTEERS**

No child should suffer from harm, either at home or at school. Everyone who works in our school has a responsibility to make sure that all our young people are safe.

This leaflet has been given to you to make sure you understand what is expected of you. Please ask the school's DSL if you are unclear about anything in it, and keep the leaflet in a safe place, so that you can read it again if you need to.

If you are worried about the safety of any young person in our school, you **must** report this to the DSL or Headteacher.

### **CHILD PROTECTION ADVICE**

Thank you for your interest in becoming a volunteer or regular visitor. We are committed to safeguarding and meeting the needs of children and we hope that this leaflet will provide some usual information and advice for working with children.

A full risk assessment has been carried out for all areas in school. These can be made available to you if you require them. If you are in school to deliver an activity we expect you to risk assess your activity and make a written copy available to the school.

### **What are my responsibilities?**

All those who come into contact with children, have a duty to safeguard and promote the welfare of children.

### **DBS Checks**

Recruiting and selection procedures specify that all adults who work in 'regulated activity', i.e. unsupervised activities such as teach, train, instruct or supervise children, and work in a 'specified place' such as a school, and this work is regular, i.e. once a week or more or 4 or more days in a 30 day period or overnight, will require an enhanced DBS Disclosure. This is to help ensure that unsuitable people are prevented from working with children. If your work with children means that you are supervised at all times, this may not be required.

The Headteacher will inform you as to whether or not you require a DBS Disclosure. If you do not, you should not be left unsupervised with children. Advice on completing an online DBS application is available from the school office.

It is a requirement, also, that you inform the Headteacher immediately if you become subject to any criminal investigation, caution or conviction. This helps to protect you as well as the young people in your care.

Upton-upon-Severn Primary School has Safeguarding, Prevention of Extremism and Radicalisation Policies and copies are available via the school's website.

### **Mobile Phones**

Mobile phones are not to be used within school. This protects from being distracted from work, and from allegations of inappropriate use. All mobile phones should be kept out of children's sight. Mobile phones may be used in Breaktime, in an agreed area that is not used by children, e.g. in the Staff Room/PPA Room/Office/Children's Centre Clinic Room.

### **What should I do if I am worried about a child?**

If whilst working with a child you become concerned about:

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

Please report these concerns to the class teacher, who will pass the information on to the school's Designated Safeguarding Lead.

### **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 as children rarely lie about such matters:

- Listen to what is being said without displaying shock or disbelief; accept what is being said
- Allow the child to talk freely

- Reassure the child, but do not make promises that might not be possible to keep
- Do not promise confidentiality but explain to the child that you may have to tell their teacher or Headteacher in order that they can provide appropriate help
- Do not interrogate the child or ask leading questions
- Reassure the child that it was the right thing to tell
- Do not ask the child to write a statement
- Do not criticise the alleged perpetrator

Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child. Forms for the recording of information of this nature are available from the Headteacher's office. **Ensure that you have signed and dated the record.**

### **What should I do if the alleged abuser is a member of the school staff?**

You should report such allegations to the Headteacher.

### **What should I do if the alleged abuser is the Headteacher?**

You should report such allegations to the Chair of Governors.

### **What should I do if I witness worrying behaviour by another adult in school?**

You should report this to the Headteacher.

### **How do I ensure that my behaviour is always appropriate?**

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

As a volunteer or regular visitor 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 and it is important not to alienate them through lack of response or by appearing to reject this. You should, however, be careful about touching pupils.

If you are working with a pupil on his/her own always ensure that the door is left open or that you can be visible to others.

Do not photograph pupils, unless requested to by the class teacher. They should be switched off. Do not exchange emails or give out your personal details. Any unprofessional contact with pupils (e.g. through a social networking site) may leave you vulnerable to an allegation of abuse.

Please help us to safeguard the children in our care by following these guidelines.

### **Behaviour/Rewards**

We encourage positive behaviour strategies. It is not your responsibility to administer sanctions. You should refer any concerns to the class teacher.