

Child Protection Advice for Volunteers & Visitors

Safeguarding is everyone's Responsibility

Thank you for visiting our school. We are committed to safeguarding and meeting the needs of all children and we hope this leaflet will provide some useful advice and information when working with children at Sunnymede Junior School.

As a visitor to our school, it is vital that you are aware of and follow our safeguarding procedures. This leaflet has been given to you to make sure you understand what is expected of you. Please read it and keep it with you for reference. Please seek advice from the Designated Safeguarding Lead if you are unclear about anything in this leaflet

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play (Keeping Children Safe in Education, DfE 2022)

First Aid and Accidents

Many of our staff members are trained in First Aid. If you need assistance, please inform a member of staff.

Visitors should not treat pupils unless permission has been given. In an emergency, however, do not hesitate to call 999 for an ambulance.

Please report any accidents to the school office



What should I do if a child discloses that they are being harmed or at risk of harm?

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 - react calmly
- Allow the child to talk freely
- Reassure the child, but do not make judgements
- Do not make promises that might not be possible to keep
- Do not promise confidentiality: explain that you have to tell the Designated Safeguarding Lead
- Do not interrogate the, ask leading questions or criticise the alleged perpetrator
- Tell the Designated Safeguarding Lead / Deputy immediately, as well as record the disclosure in writing. See below.

Recording a disclosure:

- Use the yellow concern form available from the school office or DSL
- Include wherever possible the exact words or phrases used by the child.
- Do not offer an opinion – stick to facts
- Return to the Headteacher / DSL without delay
- Sign and date the record.

PROCEDURES TO KEEP YOU & OTHERS SAFE

YOU MUST

- ✓ Read, keep and follow this guidance
- ✓ sign in / out at the office on arrival and on leaving
- ✓ wear your visitor badge for the duration of your visit and return it on leaving – it must be visible
- ✓ Read the fire evacuation procedures in the area you are based (for longer stays)
- ✓ Avoid being on your own with a child; always ensure that a door is open and that you are visible to others (A staff member must be aware if you will be alone with a pupil and there must be a good reason)
- ✓ Remain under the supervision of a designated member of staff whilst on site (occasional visitors)
- ✓ Have formal identification and, if required, evidence of a DBS check
- ✓ Always tell someone if a pupil touches you or speaks to you inappropriately (record the incident with time & date-pass to the Headteacher / Designated Lead
- ✓ Be careful how you interact with or speak to a child, they may interpret it differently; use respectful language and gestures at all times
- ✓ Avoid physical contact with children unless you are preventing them from immediately harming themselves or others (inform the Headteacher immediately if you needed to touch them or they touched or spoke to you inappropriately and make a written record of the incident).
- ✓ If you have concerns about the conduct of staff or welfare of a pupil, you must inform the Head
- ✓ Maintain confidentiality; anything you hear or see during your visit must not be shared in any form with anyone other than the senior leadership team.

DO NOT

- X Photograph pupils, exchange e-mails or text messages, or give out your own personal details under any circumstances.
- X Use a personal mobile phone or electronic device on site. Do not share any information on your phone etc. with a child.
- X have contact with a pupil on social media
- X leave personal devices switched on - turn off and keep safely in your bag
- X Meet a pupil outside of school
- X Do tasks for a child they can do themselves
- X Leave personal belongings unattended

What is Abuse?

Abuse is maltreatment of a child. This may be neglect, any form of physical, emotional or sexual mistreatment that leads to harm or injury, or failure to protect a child from harm. It can happen to any child regardless of their age, gender, race or ability and may be inflicted on the child by an adult/adults or another child or children

When and what might I be concerned about?

At any time, you may be concerned about what you have observed or have information which suggests a child is being neglected, abused.

You may observe physical signs, notice changes in the child's behaviour or presentation, pick up signs of emotional distress or have a child disclose a harmful experience to you.

You must report these concerns to the school's Designated Safeguarding Lead (DSL) as a matter of urgency – or a Deputy Designated Lead in their absence

Whistleblowing Policy

If your concern is about the conduct of a member of staff, you **must** report this directly to the Headteacher, unless it involves the Headteacher, and then it should be reported directly to the Chair of the Governing Body (contact via school office).



You MUST report a safeguarding or child protection concern to the Designated Safeguarding Lead (DSL) or their Deputy (DDSL)

Designated Safeguarding Lead:
Mrs Ronnie Branch (Headteacher)

Deputy Designated Safeguarding Leads:
Miss Catharine King (Deputy Head)
Mrs Vicky Houghton

Contact in person at the main school office or on:
Tel: 01277 651364

Our Safeguarding Governor is: Margaret Thomas
Contact them by request at the main school office

Fire Evacuation Procedures

Muster Point -Main playground, by the fence and facing away from the building

Alarm - high pitched, continuous ringing

- Sound the nearest alarm if you see /suspect a fire
- Leave the school building by the nearest fire exit and proceed calmly to muster point
- Make your presence known to a fire marshal

Supply teachers:

- When taking AM / PM registers, ensure you know how many pupils are present
- On alarm, check exit route/use alternative route if needed
- Line children up and exit silently
- Ensure all pupils have left the building
- Close classroom doors behind you if it isn't dangerous
- Complete the register and head count
- Inform Fire Marshal once checked and inform of any absences



APPENDIX 3

SUNNYMEDE JUNIOR SCHOOL

Learning for a Better Tomorrow



SAFEGUARDING ADVICE FOR VOLUNTEERS & VISITORS

OUR SCHOOL RULES

- We will keep ourselves and others safe.
- We will not interrupt the learning of others.
- We will treat people and property with respect.

OUR SCHOOL VALUES

Determination
Honesty
Independence
Respect
Responsibility
Tolerance

The school has a **Child Protection Policy** and a copy is available from the main office or the Head Teacher

V: September 2022

