

## Volunteers and Visitors Responsibility

All those who come into contact with children through their everyday work whether paid or voluntary are responsible for their own actions and behaviour. You should avoid any contact which would lead any reasonable person to question your motivation and intention. At Herrick Primary we all have a duty to safeguard and promote the welfare of our children.

### Please follow our Code of Behaviour

- ✓ Do treat everyone with respect
- ✓ Do remember that someone else might misinterpret your actions, no matter how well intentioned
- ✓ Do plan activities so that they may involve more than one person or at least are in sight or hearing of others
- ✓ Do respect a child's right to personal privacy
- ✓ Do act as an appropriate role model
- ✓ Do provide access for children and adults to feel comfortable enough to point out attitudes and behaviours they do not like, and try to provide a caring atmosphere
- X Do not jump to conclusions without checking facts
- X Do not permit abusive activities e.g bullying, ridiculing
- X Do not play physical contact games, make inappropriate comments / banter with the children
- X Do not make suggestive remarks, gestures or tell sexist, racist, or homophobic jokes
- X Do not rely on your good name to protect you.
- X Do not believe it could not happen to you **It Could**

## DBS Certificate

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

### 'Entry ICT System

Infrequent visitors will be asked to sign our register via our 'Entry Sign' in system at the reception desk. By registering you agree to comply with safeguarding Protection Procedures within Herrick Primary School, follow the Code of Behaviour and agree to disclose all criminal convictions spent or not.

## Identity Badges

All visitors within Herrick Primary School must wear their visitors badges received from reception or their agency / school's identity badge. Any adults without a badge will be challenged.

## Worried about a child

Abuse (physical, sexual, emotional) or neglect can have a damaging effect on a child's health, education attainment and emotional well-being.

Some changes in a child's behaviour may not necessarily indicate that a child is suffering abuse or neglect. In some cases, those changes may be symptoms of a hidden disability, undiagnosed medical condition or changes in medication.

If whilst working with a child, you become concerned about: Comments made by a child, marks or bruising, changes in a child's behaviour Please report these concerns to the class teacher, who if they feel it is appropriate, will pass the information onto the school's **Designated Safeguarding Officers**

## Disclosure of abuse by a child:

- Whilst this can be an alarming situation, it is important that you know what to do in such an eventuality and for you to stay calm and controlled.
- Listen to what is being said without displaying shock or disbelief. Accept what is being said.
- Allow the child to talk freely, listen rather than ask direct questions
- Re-assure 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 have to tell their teacher or Headteacher in order that you can help them.
- Do not interrogate the child or ask leading questions
- Re-assure the child that it is not their fault.
- Stress that it was right to tell.
- Make them aware that their disclosure is in confidence and then record it immediately, including wherever possible the exact words or phrases used by the child. Sign and date the record.
- Report your concerns and give your written record to the Designated Safeguarding Lead/ Headteacher to enable the matter to be dealt with in the most appropriate way.
- It is important to remember the children's details and any discussion that you feel you need to undertake does not allow the child to be identified to anyone else.

## Safe Working Practice at Herrick Primary School

- Provide a good example and be a positive role-model by being respectful, fair and considerate to all.
- Treat all children equally– never build a ‘special relationship’ or favour a particular child above all others.
- Do not photograph children (unless requested by school staff ) exchange emails, text messages and phone numbers or give out your own personal details.
- Do not receive or give gifts unless arranged through the school.
- Only touch children when this is necessary and appropriate for the child’s well being and safety.

## Allegations

- Any allegation should be reported to the Headteacher:  
**Mr Umesh Patel**

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

Designated Safeguarding Lead:

**Mrs A Aydin**

Designated Safeguarding Governor:

**Mrs Gill Smart**

Assistant Safeguarding leads:

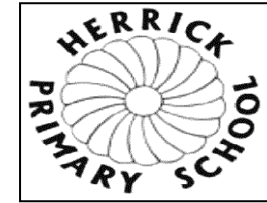
**Mr U Patel & Miss S Kaur**

**Everyone has a responsibility to make sure that children at Herrick Primary School are safe.**

**PLEASE DO NOT:**

**Decide to do nothing or leave our school without telling anyone if you are concerned.**

**Thank you**



## SAFEGUARDING PROCEDURES

**18-19**

**Herrick Primary School**

**Lockerbie Avenue**

**Leicester**

**LE4 7NJ**

**0116 2665656**

**‘to give each and everyone a chance’**

