

### Safeguarding

It is everyone's responsibility to ensure the safety of our children. This leaflet is designed to ensure you understand your role within our school environment and what is expected of you as a visitor/volunteer.

You **must** always sign in and out of the school building at the office and wear the appropriate ID badge at all times. Depending on your role, you may be asked to provide a current DBS Certificate or number and ID - the school office staff will provide you with the relevant advice.

### Emergency Procedures

It is imperative that you sign in and out of the school building as this information is used to check who is in the building in accordance with our Health and Safety Policy. In the event of the fire alarm sounding, visitors/volunteers should leave the building via the nearest fire exit, as quickly and safely as possible and congregate in the allocated area for that exit.

In the event of other emergencies, a member of staff will provide you with the relevant advice.

**The use of mobile phones is prohibited in the presence of children.**



#### Safeguarding Officers:

Miss Sarah Bond	Headteacher Designated Safeguarding Lead
Mr Neil Loftus	Deputy Headteacher Deputy Designated Safeguarding Lead
Miss Clare Grant	Senco
Mrs Lisa Garford	Pastoral Lead & trained Safeguarding Officer

#### Eccleston Lane Ends Primary School

Albany Avenue

Prescot

Merseyside L34 2QN

Tel: 01744 678270

email: Laneends@sthelens.org.uk

#### Website

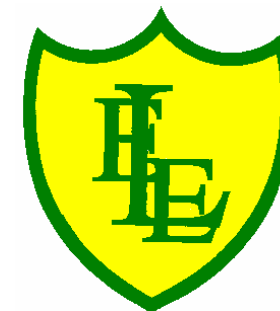
<http://www.ecclestonlaneends.st-helens.sch.uk/>

Mrs Helen Simms **School Business Manager**

Mrs Tracey Leather **Chair of Governors**

**(07977 012310)**

# Eccleston Lane Ends Primary School



*"Working with each other and for each other"*

## Health & Safety and Safeguarding

### Advice for Visitors

## What are my responsibilities?

All those who come into contact with children, whether they are permanent staff, temporary staff, volunteers or visitors, have a duty of care to safeguard children from harm and promote their welfare and well-being in accordance with the 'Keeping Children Safe in Education' and our 'Safeguarding' Policy. No matter what your role is in school, this same duty applies to you. You need to be vigilant to potential danger and understand procedures to report any concerns effectively.

## Which children need safeguarding?

All children need safeguarding from harm, including being kept safe while on-line or in situations where they are vulnerable to abuse by peers or adults, either within the school environment or outside it.

You may notice signs that might suggest that children need additional safeguarding support. Children may display changes in their behavior or demeanor, they may have unexplained marks or bruising. Sometimes, children may display aggressive behaviour or become withdrawn, uncommunicative or are unable to concentrate. Sometimes, they may be discussing inappropriate topics with their friends or taking part in inappropriate play. You may hear something which raises concerns about a child's safety or they may express extreme views on a particular topic - such incidents **must** be reported.

## What should I do?

In school, we have designated staff who are trained in safeguarding children and child protection and will know what to do. Their names are overleaf. You should report your concerns immediately. They will deal with the matter appropriately.

## What action should I take if a child discloses that they are being harmed or worried about something?

It is important to know what to do:-

- \* Listen to the child without making any judgements.
- \* Take the disclosure seriously.
- \* Don't ask interrogating questions or leading questions.
- \* Reassure the child that they have done the right thing by telling someone.
- \* Don't make promises that you can't keep but do tell the child what you are going to do next.
- \* Explain to the child that you cannot keep the information secret and that you must pass the information on to someone who knows what to do next.
- \* Record the conversation on our school 'Cause for Concern' recording sheet which you will find in the Staff Handbook. Record the name, date, time and place accurately. Record quotes accurately. Record all the information from the discussion accurately then find a designated person immediately and pass on the information. **Do not discuss with anyone else.**

## What should I do if the allegation is against a member of staff?

You should report such allegation to the Headteacher. If the allegation is against the Headteacher, contact the Chair of Governors.

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

Observe how other staff behave with the children and follow good role model examples. Should you need guidance, speak with the class teacher or whoever is supervising you for support.

Appropriate relationships are based on mutual respect and trust. Children respond well to encouraging, positive behaviour from adults. Always consider your interaction with children - be polite and friendly but set clear boundaries for a professional adult-child relationship. Some children are more tactile than others - consider whether the environment is appropriate when responding to the needs of a child - you should not normally be working alone with a child - in this situation ensure a door is open and work where you are visible to others.

- \* Do not photograph children on a private device.
- \* Do not friend children on social media.
- \* Do not provide children with your personal details.
- \* The use of mobile phones is prohibited unless in an area such as the staff room or main office.
- \* Do sign in and out of the building.
- \* Wear your visitors badge.