

What should I do if I witness concerning behaviour from another adult in the school?

You should always report this to the Headteacher.

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

You should report the allegations to the Headteacher unless the alleged abuser is the Headteacher. In these instances, concerns or allegations should be reported to the Chair of Governors.

How do I ensure that my behaviour is appropriate?

We expect all adults to model our school values of respect, courage, truthfulness, forgiveness, friendship and perseverance in the way they conduct themselves and in their conversations with others. It is important to consider your behaviour and how this could be interpreted at all times, ensuring that any physical contact with a child is appropriate and that if you are working with a child on his or her own, you ensure that a door is left open and that you are visible to others.



Nurture, Nature, Knowledge:
Enabling inquisitive thinkers and inspire learners with kind hearts

Contacts

Headteacher:

Mrs Kirsty Shaw

Designated Safeguarding Lead (DSL):

Mrs Kirsty Shaw

Deputy Designated Safeguarding Lead (DDSL):

Mrs Sara Hedges

Chair of Governors and Governor with Safeguarding Responsibility:

Mrs Claire Johnston



Himbleton CE Primary School and Nursery

Safeguarding Advice and Health & Safety Information for Visitors and Volunteers

Himbleton CE Primary School and Nursery Academy is committed to Health, Safety and Safeguarding.

No child should suffer harm, either at home or at school.

This leaflet has been given to you to help you understand what is expected of you and how you can keep both yourself and the children at Himbleton safe.

Please ask if anything contained within the leaflet is unclear and keep it in a safe place so that you can read it again if you need to.

If you are worried about the safety of anyone in school, you must report this to the DSL immediately.

Health & Safety

Security

All visitors must report to the main school office at either setting on arrival and must sign in, showing proof of identity and DBS if requested. All visitors will be issued with a visitors' badge which must be worn and visible at all times during your visit. Please remember to sign out and return your badge when you leave.

Fire Precautions

Your safety and wellbeing during your visit is important to us all. In the event of a fire or the fire alarm sounding (continuous bell), all visitors must leave the building by the nearest exit and proceed to the designated assembly point on the main playground. Fire exits are clearly displayed throughout the school. Please do not re-enter the building until you are told to do so.

Lockdown Procedures

An intermittent ringing of the bell will indicate school lockdown. Stay in the classroom or go to the nearest room and wait for instructions from a member of staff. The Headteacher will give the all-clear.

First Aid

Any injury must be reported to the school office where first aid can be administered by a qualified first aider if needed. A record of injury form must also be completed, even if the injury appears minor. If you have a medical condition you would like us to be aware of, or in case of an emergency, please let Mrs Stewart know on arrival.

No Smoking Site

Please be aware that smoking is not permitted on either site. This includes the use of electronic 'vapes'.

Parking

There is a car park for visitors' use at the bottom of Neight Hill. In addition, visitors can park on the road outside school, but must be careful to avoid blocking driveways. The zig zag yellow lines outside the school gate should be kept clear at all times.

Emergency calls

The use of mobile phones is not permitted in classrooms or on the playground. If you need to make or take an emergency call, this should be done in the school office or off site.

Photography

All photography is strictly prohibited whilst on site unless prior permission has been gained from an appropriate member of staff.

Child Protection

Thank you for your interest in becoming a volunteer or regular visitor at Himbleton. We believe that safeguarding is everyone's responsibility and as a 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.

What are my responsibilities?

All those who come into contact with children through their everyday work, whether paid or voluntary, have a duty to safeguard and promote the welfare of children.

Enhanced Disclosure and Barring (DBS) check

All staff who work at Himbleton CE Primary School and Nursery require an enhanced Disclosure and Barring Services enhanced certificate (DBS). This helps to ensure that unsuitable people are prevented from working with children. Volunteers are also generally required to have an enhanced DBS check, although this may not be required in certain circumstances if your work in school is supervised.

DBS forms are available from Mrs Stewart who can help you complete the application form and advise which documentation is necessary for the associated ID check. You can also apply to join the 'update service' at the same time to ensure that your DBS certificate is portable. Your certificate must be shown to Mrs Stewart as soon as you receive it.

It is also a requirement 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 our children.

Himbleton CE Primary School and Nursery has a Child Protection and Safeguarding Policy, a copy of which is available on the school's website and, if required, in paper form from the school office by request. We ask that all volunteers are aware of this policy so that they are aware of their responsibilities and safeguarding procedures in school.

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 a child's behaviour or demeanour

You should discuss your concerns with the child's class teacher or, if of a child protection/safeguarding nature, with the Designated Safeguarding Lead, Mrs Shaw or the Deputy Designated Safeguarding Lead, Mrs Hedges, straight away.

What should I do if a child discloses that he or she is being harmed?

Although the likelihood of this is small, it is important to take the view that 'it could happen here.' In such circumstances, you should:

- Listen to what the child says without displaying shock or disbelief; accept what is being said and prepare to 'believe the unbelievable'
- Allow the child to talk freely without interruption
- 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 someone so that they can provide the right help
- Do not ask any 'leading questions' (usually those which have a yes/no answer) or attempt to investigate what the child is saying further through questioning
- Reassure the pupil that it is not their fault and that they have done the 'right thing' by telling someone
- Do not ask the child to write anything down, but do write down what the child has said using exact words and phrases if possible
- Do not criticise the alleged perpetrator
- Do not take photographs of any injury or bruising