



## Carter's Charity Primary School

### Advice for Visitors and Volunteers



**This is our combined Behaviour and Values Policy.**

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**Carter's Charity Primary School is committed to safeguarding children and promoting children's welfare.**

We expect all of our staff, governors, trainees and visitors to share this commitment and maintain a vigilant and safe environment. We work in a safe manner and will always challenge inappropriate behaviour that could threaten the safety of our children. We also strive to educate our children on the importance of keeping themselves safe, we teach them to be vigilant.

By signing in and out of our school, you are agreeing to follow the advice given within this leaflet. You will be given a lanyard that identifies your role while you are in school.

Please wear your lanyard at all times. Any adult without a lanyard will be asked to collect one from the main office.

Whilst you are at our school, if you have ANY concerns about a child's welfare or well-being, or have concerns about the behaviour of any adult within the school towards a child you must:

Discuss your concerns without delay with the Designated Safeguarding Lead or member of the Safeguarding Team.

**The Safeguarding Team**

Designated Safeguarding Lead:	Mr Brendan Hassett (Headteacher)
Deputy Safeguarding Leads:	Miss Leanna Spence (Assistant Headteacher)
	Mrs Janina Callery (SENCo/Lead for Looked After Children)
	Mr Ian Holland (Behaviour Lead)
	Mrs Helen Mein (School Bursar)
Chair of Governors:	Mrs Sarah Strahan
Safeguarding Governor:	Mrs Sarah Strahan

Remember, it is important to share your concerns even if you are unsure. Anyone can make a referral to Lancashire Children's Services: 0300 123 6720 or out of hours 0300 123 6722.

If you think a child is in immediate danger – don't delay call the police on 999.

The Local Authority Designated Officer (L.A.D.O) for Managing Allegations Against Staff can be contacted on 01772 536 694.

If a child makes a disclosure to you:

- Avoid being shocked or embarrassed.
- Listen to the child without interrupting them.
- Do not promise to keep a secret.
- Do not ask the child any leading questions.
- Reassure them that 'It's not your fault and you've done the right thing to tell me'.
- Consider how best to manage your own feelings.

Immediately following the disclosure, report your concerns to the Designated Safeguarding Lead or one of the team listed above. Write down what the child has said using the child's own words and phrases. Sign and date the document and hand it to the Designated Safeguarding Lead. Ensure that we have contact details for you. Following reporting your concerns, remember that the disclosure and the child's identity should remain confidential.

**At Carter's Charity Primary School we are clear that abuse is abuse and will never be tolerated or passed off as "banter", "just having a laugh", or "part of growing up".**

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. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

*Keeping children safe in education 2022*

The school has a full code of conduct to encourage safer working practices for all adults working with young people, including advice regarding e-safety.

**Remember:**

- Provide a positive role model to young people
- Dress appropriately, making sure your clothing is not likely to be viewed as offensive or revealing
- Treat all members of the school's community with respect and tolerance
- Work with children so that you can be easily viewed by a member of the school staff
- Respect a child's privacy and dignity
- Always be able to justify any physical contact you have with a young person
- Always report any situations that you may feel give rise to a complaint or misunderstanding in respect of your own actions

**NEVER:**

- Photograph/Video a child without the school's permission
- Use your personal mobile phone in areas used by young people
- Ignore inappropriate behaviours towards children, either by other children or adults
- Share personal details with a child
- Meet or contact the child out of school including by text, email or social media.
- Give a child a lift home
- Discuss the school, children or adults working within the school on social media
- Make inappropriate comments to a child, including racist, homophobic, sexist or sexualised comments
- Swear
- Give gifts to a young person or show preferential treatment

**Incident Reports**

On a day-to-day basis, any issues that are causing concern must be reported.

Any incident that may occur with members of the public or visitors and may pose a danger to the school must be reported to the Headteacher or member of the Safeguarding Team.

**Confidentiality**

The information you see and hear in school is confidential. It must NOT be divulged to anyone else.

Remember, it is important to share your concerns even if you are unsure.  
Anyone can make a referral to Lancashire Children's Services: 0300 123 6720  
or out of hours 0300 123 6722.  
The Local Authority Designated Officer (L.A.D.O) for Managing Allegations  
Against Staff can be contacted on 01772 536 694.

## **ADDITIONAL INFORMATION AND GUIDANCE**

### **Health and safety**

#### **Fire drills/Evacuation procedures.**

If you hear the fire alarm, please leave the building by the nearest signposted emergency exit. The assembly point is located on the yard. If a fire starts, or there is some other reason for speedily leaving the building, the fire alarm should be activated. Please familiarise yourself with the position of the fire alarm activation boxes and extinguishers. All children should be escorted in a quiet line, orderly fashion to the school playground assembly point.

#### **Smoking**

NO smoking is permitted on school premises, or school grounds. This also includes “vape” or e cigarettes

#### **Security**

Staff or visitor lanyards should be worn at all times.

All external gates must be shut, or locked as necessary, after being used. Please check external doors and gates are closed securely behind you.

#### **Risk Assessment**

Whilst risks are assessed on a regular basis with areas of concern kept under review by staff, Site Manager and outside agencies, anyone recognising situations which are potentially dangerous must report them immediately in order that they may be recorded and dealt with accordingly. Verbal and written reports are recorded and immediate action will be taken wherever possible.

#### **Mobile Phones**

- Mobile phones are not to be used on school premises while children are on site.
- If a call needs to be made or taken then this should be done off site or in one of the offices or staff room.
- Photography or video recording is not allowed unless you have permission from the Headteacher/Senior Leadership Team.
- Whilst on the school site it would be advisable for your mobile phone to be switched off or in silent mode.

#### **Pupil Information**

Information relating to pupil health/medical/dietary/educational needs is located in the classroom, please ask a colleague for the location

### **COVID-19**

Please ask for a verbal summary of the current Covid-19 risk assessment in the school. Please adhere to any measures in place such as mask wearing in communal areas. Frequent hand hygiene is always recommended including the use of sanitiser.

#### **Contractors**

- All visitors and contractors have a legal duty to care for their own and others' health & safety.
- Please make sure you read the asbestos register before commencing work
- All illness, injury or accident must be reported to the school office.
- The premises are subject to COSHH regulations.

#### **General Information**

- The school accepts no responsibility for any loss or damage to visitors' property.
- Visitors must remain with an agreed member of staff at all times unless other arrangements have been previously made.
- Visitors are requested not to enter classrooms or teaching areas except by arrangement.
- Adults must use the designated adult toilet facilities which are located upstairs near the front office.