Keeping Everyone Safe

Be vigilant and keep an open eye for potential safety hazards, such as cleaning products that have not been locked away or dangerous electrical items.

Any Health and Safety concerns can be recorded in the staff H&S reporting book in the school office.

Make sure that you are aware of the fire escape routes and are familiar with the alarm sound.

If you see anyone unfamiliar in school without a visitor pass, report their presence immediately to a senior member of staff.

If you have any concerns over behaviour please do not resolve the issue yourself but refer to the supervising teacher.

Finally please remember to sign in and out and always wear your visitor pass.

Thank you for volunteering and helping to keep our children safe

Designated Child Protection

Mr Connel Boyle (Executive Headteacher)

Deputy Safeguarding

Miss Caroline Middleton (Teacher)

Safeguarding Governor:

Mrs Terry Gibson

V 1.8 Sep 2021

Three Saints Federation

Shepton Beauchamp Church School &

St Mary & St Peter's Church School

Together We Flourish

Safeguarding Guidance for Visitors & Volunteers in School

Please help us to safeguard the children in our care by following these guidelines.

Disclosure

We all play an important part in keeping children safe whilst working on or visiting our school site.

If you are approached by a child wanting to talk, you should listen positively and reassure the child.

Stay calm and controlled.

Do not make false promises e.g. that you will keep a secret or that no one else will be involved.

Do not question a child, try to limit your involvement to listening.

Report any disclosure immediately.

First Aid

Refer any incident, including taking medicines, to a member of staff who is first aid trained.

Relationships

Appropriate relationships with children should be based on mutual trust and respect. It is important to maintain a 'professional' relationship and not allow or encourage over attachment i.e. family relationships.

Their privacy should be maintained and volunteers must not question the children about their personal lives.

Children, especially when they are young, are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject this. You should, however, be very careful about and not initiate contact with pupils.

Working with Children

You should not work with a pupil on his/her own. However, if you are required to work with a small group, always ensure that the door is left open, the children are closest to the door and that you are visible to others.

Do not photograph pupils (unless requested to by the class teacher on school equipment), exchange e-mails, text messages, social network or personal details. Private technology i.e. mobile phones must not be used for school business.

Never enter the pupil toilets on your own or engage a child in conversation inside the toilets.