

### **Volunteers / 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 contact which would lead any reasonable person to question your motivation and intention. At Tollgate Campus we all have a duty to safeguard and promote the welfare of our children.

### **Identity Badges**

All visitors must either wear the school visitor's badge. Any adults without a badge will be challenged.

### **Please follow our Code of Behaviour:**

- \* Do treat everyone with respect
- \* Do provide an example you wish others to follow.
- \* 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.
- \* Don't jump to conclusions without checking facts.
- \* Do not permit abusive activities e.g. bullying, ridiculing.
- \* Do not play physical contact games, make inappropriate banter with the children.
- \* Do not make suggestive remarks, gestures or tell sexist, racist or homophobic jokes.
- \* Do not rely on your good name to protect you.
- \* Do not believe it could not happen to you.

**It could.**

### **DBS Checks**

All staff, including supply staff, regular visitors and volunteers are subject to Disclosure & Barring Service (DBS) checks. (Previously Criminal Records Bureau – CRB). This is to help ensure that unsuitable people are prevented from working with children. DBS Forms and advice are available from the school office.

### **Screening Documents**

Infrequent visitors will be asked to sign our Document available at our School Office. By signing the document you agreed to comply with Child Protection Procedures within Tollgate Campus, follow the Code of Behaviour and agree to disclose all criminal convictions, spent or not. The Document is updated regularly.

### **Are you 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 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 on a child.
- \* Changes in a child's behaviour.

Please report these concerns to the class teacher who, if they feel appropriate, will pass the information to the school's Designated Person.

### **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 be able to stay calm.

- \* 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 Head of School 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 will be reported only to those that need to know and can help.
- \* Record details of the disclosure 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 / Head of School to enable the matter to be dealt with in the most appropriate way.
- \* Be aware of your own feelings about abuse and find someone you can share your feelings with once the procedures have been completed.

It is important to remember that the children's details and names must remain confidential and any discussion that you feel you need to undertake does not allow the child to be identified to anyone else.

### Safe Working within Tollgate 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.
- \* Ensure that when working with individual children, that the door is left open, or that you can be visible to others.
- \* Do not photograph children (unless requested by the 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 school.
- \* Only touch children for professional reasons and when this is necessary and appropriate for the child’s well being and safety.

### Allegations

- \* Any allegations should be reported to the Head of School
- \* If the concerns are about the Head of School, please inform the Chair of Governors.

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

Whole School Designated Lead:  
Miss H Brookman

Alternate Professional:  
Mrs K Korth, Mrs K Winn

Governor Responsible For Safeguarding:  
Mrs R Heap

**Everyone has a responsibility to make sure that children within Tollgate Campus are safe, as ‘Every Child Matters’.**

### **PLEASE DO THE FOLLOWING:**

**A: Speak to the DSL or ADSL**

**B: Complete a written report.**

**C: PLEASE DO NOT:**

**Decide to do nothing.**

**Leave the school without telling anyone.**

***TOLLGATE PRIMARY SCHOOL***

***SAFEGUARDING PROCEDURES***

***June 2019***



### **Tollgate Campus**

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