

## CODE OF CONDUCT

### Remember:

- to sign in and sign out and collect a visitor's badge
- be a positive role model
- dress appropriately ensuring your clothing is not likely to be viewed as offensive or revealing
- treat all members of the school community with respect and tolerance
- respect children's privacy and dignity
- ensure you are visible to a member of staff if you are with children
- always be able to justify any physical contact you have with a young person
- always report any situations that arise that may cause concern
- keep confidentiality

### Never:

- photograph a child without the school's permission
- never use your mobile phone in areas used by children
- ignore inappropriate behaviour towards children whether by adults or other children
- share personal details with a child
- meet a child out of school context
- discuss the school, its pupils or staff on social media
- make inappropriate comments about children or adults
- give gifts to a child (unless it has been agreed) or show preferential treatment



## Houldsworth Valley Primary Academy

01638 663214

### Designated Safeguarding Lead

James Thomson  
*Deputy Headteacher*

### Alternate Safeguarding Lead

Lisa Tweed  
*Headteacher*

### Alternate Safeguarding Lead

John Hollick  
*Assistant Headteacher*

### Alternate Safeguarding Lead

Charlotte Thompson  
*Assistant Headteacher*

### Alternate Safeguarding Lead

Alice Crown  
*Early Years*

### Alternate Safeguarding Lead

Debbie Hooper  
*Family Support Practitioner*

*If you have any queries regarding the information contained in this leaflet, or require further clarification of any points, please do not hesitate to contact the Senior Designated Person.*

## Houldsworth Valley Primary Academy



## SAFEGUARDING CHILDREN PROCEDURES

An information leaflet  
for volunteers and visitors  
to the school.

May 2019

## **SAFEGUARDING PROCEDURES**

As a visitor to our school, either as a helper, supply teacher or someone who has come to work with our children in any other capacity, it is important you are aware of our Safeguarding Children procedures.

### **There are four categories of abuse**

- physical abuse
- sexual abuse
- emotional abuse
- neglect

It may be that you are approached by a child who wants to talk to you about something that has happened, or is happening, to them. There may however be occasions when you have cause for concern either about marks or bruises on a child, about something they say or the condition that they are in at school, e.g. dirty, smelly or hungry.

### **Disclosure of abuse by a child**

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

*Whilst this can be an alarming situation to find yourself in, it is important not to let the moment pass - for every child that does finally disclose information, evidence shows that they have usually tried up to 12 times before.*

### **If you have concerns about a child's welfare**

It may be that you might have concerns about a child's well-being, but they have not actually said anything to you. If such a situation arises, you should speak to the Senior Designated Person.

*It is important you do not feel afraid about passing on these concerns. The information may be a small piece of a bigger jigsaw and help to get a better understanding of a child's predicament. Any concerns should be passed on to the Senior Designated Person.*

Once again, you should put your concerns in writing as well as talking to the Senior Designated Person.

### **Helping the child when abuse is disclosed**

- Be prepared to listen and comfort.
- Do not show revulsion or distress, however distasteful the events are.
- Stay calm and controlled.
- Do not make false promises, i.e. that you will keep the abuse a secret or that the police will not be involved.
- Do not promise confidentiality.
- Make them aware that their disclosure will be reported only to those who need to know and can help.
- Let the child know at once that it was not his/her fault and keep restating this.
- Reassure the child that they were right to tell, even though the abuse may have happened a long time ago.
- As soon as possible write a first hand account of what was said and done on our safeguarding concern sheets. Please ask at the school office for one.
- Do not question a child - try to limit your involvement to listening. A child can be interviewed only once.

*It is also important to remember that it is not your responsibility to investigate suspected cases of abuse, only to report them to the Senior Designated Person.*

### **Guidance for recording information**

You should record your concerns on the yellow forms provided from the office as soon as possible and any note should include the following:

- the nature of your concern
- what is the evidence that led to the concern
- the date and time of your concern and when you completed the form
- what the child said (if a discussion has taken place)
- what you did or said in response (if a discussion has taken place)

## **PREVENT DUTY**

As a school we are expected to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of the terrorist ideology.

If you are concerned for a child please complete the safeguarding paperwork but highlight that this is related to extremism/radicalisation.. Please ensure that you report any concerns immediately to our Senior Designated Person.

## **FIRE AND EMERGENCY**

It is important that you sign in and out of the Visitors Book. The fire alarm is a loud, constant wailing noise. Should the alarm sound you should:

- Immediately leave whatever you are doing.
- Leave by the nearest available fire exit - denoted by green signs saying 'FIRE EXIT'.
- Do not re-enter the building. Do not stop to collect possessions.
- Make your way to the Assembly Point - across the playground, around to the top of the school site to the field. Pupils and staff will also move in this direction.
- Administration staff will check that you are present.
- Do not re-enter the building until you are directed to do so by the administration staff.

## **HEALTH AND SAFETY**

If you have a concern please inform a member of staff who will pass it on to the responsible person.

## **FIRST AID**

Many of our staff members are trained first aiders. If you or a child needs assistance, please inform a member of staff. Visitors should not treat children unless permission has been given.