

## Setting an example

We request that our Volunteers and Visitors:

- treat information they receive about pupils and families in a discrete and confidential manner;
- seek advice from a senior member of staff (DSL) if they are in any doubt about sharing information they hold or which has been requested of them;
- are clear about when information can/must be shared and in what circumstances;
- ensure that where personal information is recorded using modern technologies that systems and devices are kept secure in accordance with the school Online Safety Policy and Acceptable Use Agreement.

## If a child makes a disclosure

- Avoid being shocked or embarrassed
- Listen to the child without interrupting them
- Do not promise to keep it a secret
- Do not ask any leading questions
- Reassure the child it is not their fault
- Immediately following the disclosure report your concerns to the Designated Safeguarding Lead.

Purple form: Please use the purple form to notify our DSL of a disclosure made by a child to you.

Yellow form: Please use a yellow form to notify our DSL of a welfare concern.



# Sherwood Primary School

## SAFEGUARDING INFORMATION FOR VISITORS AND VOLUNTEERS



Our school is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment.

Our Safeguarding Portfolio is available in the staffroom. This portfolio contains the Policies and Procedures referenced in this leaflet. The Safeguarding noticeboard in the staffroom also provides a wealth of relevant information.

If you have a concern that a child is being harmed or at risk of harm or if you receive a disclosure (intentionally or unintentionally) you must contact one of the following members of staff:

- **Mrs N Hanson—Designated Safeguarding Lead**
- **Mrs J Lumb—Headteacher (Deputy DSL)**
- **Miss S Barrett—Deputy Headteacher (Deputy DSL)**

If none of these colleagues are contactable:

- **Children's Social Care helpline: 0300 123 6720**

The enclosed information is taken from our Code of Conduct and is designed to give clear guidance on the standards of behaviour all employees and other adults working with children in Sherwood Primary school are expected to observe.

## Sherwood Policy and Procedures

We request that all Volunteers and Visitors to Sherwood are familiar with the following guidance, Policies and Procedures (available in our Safeguarding Portfolio):

- Intimate care procedures;
- Behaviour Management Policy;
- Physical intervention procedures;
- Educational visits procedures and guidance;
- Supporting Pupils with Medical Conditions' Policy;
- Use of Images;
- Online Safety Policy;

We also request that visitors and volunteers ensure:

- that there is visual access and/or an open door in one to one situations;
- that they report any behaviour by colleagues or any other adult in school that raises concern;
- that they wear clothing and accessories which promote a positive and professional image.
- ensure that they do not behave in a manner which is either favourable or unfavourable to individual pupils.



## Conduct (including use of mobile phones/social media)

Volunteers and Visitors to Sherwood are expected to:

- always approve any planned social contact with pupils or parents with senior colleagues;
- advise senior management of any regular social contact they have with a pupil which could give rise to concern;
- refrain from sending personal communication to parents unless agreed with senior managers;
- not seek to communicate/make contact or respond to contact with pupils outside of the purposes of their work;
- not give out their personal details;
- not discuss your professional role in any capacity when using social media such as Facebook;
- not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with their professional role;
- use only equipment and internet services provided by the school;
- follow our Acceptable Use Agreement;
- ensure that their use of technologies could not bring their employer into disrepute.

Please note that use of mobile phones is only permitted in exceptional circumstances. Once approved by a member of the senior leadership team, volunteers and visitors are asked to use their mobile phone in the staffroom.