

How do I ensure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect. As a visitor you need to know the following information:

- Children, especially when they are young, are often spontaneously affectionate and tactile. It is important not to alienate them through lack of response or by appearing to reject this. You should, however, be careful about touching pupils.
- You must always be a positive role model by dressing appropriately and treating all members of the school community with respect
- If you are working with a pupil on their own, always ensure that the door is left open or that you can be visible to others.
- You do not photograph pupils, unless requested to by the class teacher. You do not exchange e-mails or text messages, or give out your own personal details. Any unprofessional contact with pupils (e.g. through a social networking site) may leave you vulnerable to an allegation of abuse being made against you.

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

What to do if you are concerned that a child is being bullied?

The health and safety of our pupils is underpinned by our Anti-Bullying procedures. Bullying can include teasing, name-calling, jibes, silence/exclusion from the social circle, emphasising differences, threatening behaviour, racial/sexual harassment, extortion and physical attack. None of this is tolerated at Rainford CE. If you become aware of any of these behaviours/incidents, please speak immediately to the class teacher or SLT who will follow our school procedures.

Fire & Evacuation

If you hear the fire alarm (a loud continuous bell) you must leave the building by the nearest exit. The fire assembly point is on the junior playground. You must not re-enter the building until told. If you discover a fire, immediately press the nearest fire alarm and tell a member of staff.

No child should suffer harm, either at home or at school. Everyone who works in our school has a responsibility to make sure that all our young people are safe.

Please ask the school's DSL if you are unclear about anything in this leaflet.

Child Protection and Safeguarding



Safeguarding Advice for Volunteers and Visitors 2023-2024

*Mission Statement:
Learning and growing together, to
achieve our best, in the love of God*



Rainford C E School has a Child Protection and Safeguarding Policy and a copy is available from the school website.

All visitors and contractors coming in to the school must report and sign in at the Front Office. By signing in and out of the inventory system you are agreeing to follow the advice within this leaflet.

A visitor badge must be worn at all times while on the school premises. Proof of identification and/or evidence of DBS may be sought.



Should you require first aid during your visit, please inform the nearest member of staff who will seek help.



All accidents, regardless of size, must be reported immediately to the school office



If you identify a hazard, or feel you may have created a hazard during your visit, please inform the school office

What to do if you are concerned about a child?

If, whilst working with a child, you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in the child's behaviour or demeanour

Please report these concerns to the class teacher, who if they feel it is appropriate will pass the information on to the school's Designated Safeguarding Lead (DSL).

If you are worried about the safety of any young person in our school, you **must** report this to the Safeguarding Team (see below).

Any allegations towards a member of staff should be reported to the Headteacher. Any allegations towards to Headteacher should be reported to the Chair of Governors.



Interim Headteacher & Deputy Designated Safeguarding Lead
Mrs Emma Shawcross



Interim Deputy Headteacher & Designated Safeguarding Lead
Mrs Louise Thompson



Link Safeguarding Governor
Mrs Philippa Burke

What should I do if a child discloses that s/he is being harmed?

- Listen to what is being said without displaying shock or disbelief; accept what is being said
- Allow the child to talk freely
- Reassure but do not promise confidentiality. Explain to the child that you may have to tell their teacher or Headteacher in order that they can provide appropriate help
- Do not interrogate the child or ask leading questions.
- Stress that it was the right thing to tell
- Do not ask the child to write a statement
- Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child.

Inform a DSL immediately.