

Working Together to Safeguard Children (HM Government 2015) requires all schools to follow the procedures for protecting children from abuse which are established by the Northamptonshire Safeguarding Children Board. **Keeping Children Safe In Education (DfE 2016)** states that **"everyone who comes into contact with children and their families has a role to play in safeguarding"**.

A condition of being welcomed as a visitor/volunteer in our school is that we expect you to support the school in ensuring that our children are protected at all times. To do this we ask you to:

- Make sure you know who the Designated Safeguarding Leads are in school.
- Be aware of the ways you can report any concerns you may have.
- Agree to abide by our Code of Conduct for visitors and volunteers.

#### **Designated Safeguarding Leads**



**Mrs Emma Johnson Head Teacher**



**Mrs Val Griffiths Deputy Head Teacher**



**Mrs Teresa Richardson Pastoral Mentor**

If you have a concern about any member of our school community please speak to one of the Designated Safeguarding Leads above.

Cause for concern forms are available in the school office.

We understand that people are sometimes unsure whether they should report something or not. Our advice would always be that if something makes you feel uncomfortable then speak to a DSL and record your observations on one of our forms. It is the role of the DSL to decide if any action is needed but we cannot make that decision if you do not tell us.

### **Code of Conduct**

We expect you to:

- Sign in to school when you arrive,
- sign out when you leave & wear your identification badge at all times
- Act as a positive role model at all times, displaying high standards in the use of language, manner punctuality and preparation
- Keep information confidential
- Inform the teacher of any inappropriate behaviour
- Report any concerns about the welfare of any member of our school community.
- Follow the instructions given to you by the class teacher, if you are working with children and respect the guidance of the teacher at all times.
- Avoid any situation where you are working alone with a child, out of sight of school staff.
- Never share personal information such as telephone numbers, email addresses or social media contacts with a child. If a child tries to share their details with you, you should inform the class teacher as soon as possible.
- Never to use your mobile phone in a teaching area nor take photographs or videos on a personal device.

**THE WELFARE OF CHILDREN IS OF PARAMOUNT  
IMPORTANCE**