

NORTH EALING PRIMARY SCHOOL



“North Ealing works inclusively with our families to maximise the learning potential of all children in our community”

Safeguarding Advice for Visitors and Volunteers

This leaflet is designed to help parents, carers, volunteers and visitors to our school to understand the expected behavior around our children in order to ensure their safety and wellbeing.

Welcome to North Ealing Primary School

We are committed to promoting the safeguarding and wellbeing of every pupil in accordance with current legislation, accepted best practice and government guidance: Working Together to Safeguard Children (2013), Keeping Children Safe in Education (2015), Children Act (2004) and the Statutory Framework for Early Years foundation Stage (2014).

Our aim is to provide a safe and secure environment for our pupils, staff, volunteers and visitors.

We appreciate the help that you are able to give us and hope that you enjoy working in our school.

This leaflet contains information that will be helpful. If you need any more information, or have any questions, please do not hesitate to ask.

Arrival on Site

On arriving please report to the school office and sign the visitor's book. You will be given a visitor's pass and this should be worn at all times while on the school premises. Please remember to sign out.

What are my responsibilities?

Volunteers should follow the guidance set out in the induction process. The Volunteer Agreement can be found on the school website.

Supply teachers are required to sign our 'Acceptable Use Policy' for the use of technology in school.

All supply teachers, regular visitors and volunteers require a Disclosure and Barring Service Enhancement Clearance.

Safeguarding and Child Protection

Our designated Safeguarding Lead is Mr. Belsito, Deputy Head. If you are worried about the welfare or treatment of a child during your visit please inform a member of the admin team that you wish to speak to Mr. Belsito, or in his absence the Headteacher Mrs. Flowers or Deputy Head Ms. Anderson.

If a child tells you something has happened

If a child tells you something, or you suspect a child is being abused or at risk of being abused tell the class teacher or Mr. Belsito immediately.

Stay calm, listen to the child, and keep any questions to a minimum. Do not use leading questions.

Reassure the child they were right to tell, record in the child's own words what has been said. Tell the child that you have to tell someone, act promptly and immediately.

For further information please see our Child protection and Safeguarding Policies available from the school office or on the school website.

How do I ensure my behaviour is always appropriate?

If you are asked to work 1-1 with a child, always keep the door open. Please do not photograph the children.

Any unprofessional contact with children may leave you vulnerable to an allegation of abuse made against you.

Mobile Telephones

While working with children or in areas of the school where children circulate you are asked not to use your mobile phone. Phones should be switched off and stored safely out of reach of children.

Fire Safety

All classrooms have clearly displayed fire safety procedures.

If you discover a fire or hear the fire alarm:

- Leave by the nearest route (see fire details in classrooms)
- If necessary sound the alarm on route
- DO NOT STOP to collect personal belongings
- Close all doors on route
- DO NOT RE-ENTER the building
- Assemble in the designated area
- If you are working with children, and it is safe to do so, return them to their muster point via the outside of the building.

www.northealingprimary.org.uk