

How do I ensure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect. As a volunteer or visitor you may sometimes be working with a child on a one to one basis. Children, especially when they are young, are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or appearing to reject this. You should however, never sit a child on your lap, always turn to the side if a child tries to hug you. If you would like to know more we have a Safe Touch Policy which can be found on our website or a hard copy can be obtained from the school office.

If you are working with a pupil on his/her own, always ensure that the door is left open or that you are visible to others.

Do not photograph children unless you have been asked to do so and never exchange personal details such as your email address or phone number.

Keeping Safe

The school site is a non-smoking area.

Please keep mobile phones on silent. No photos or videos should be taken without prior consent from the headteacher. A visitor's badge with a yellow lanyard should be worn at all times.

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 children are safe.

Contact us

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Castlemorton CE Primary

Visitors Information

**Fire Safety
First Aid
Child Protection**

**Advice for
Volunteers and
Visitors**



Fire Safety



Fire Warden – Mrs Riley – School Office

Please locate the nearest fire exit to where you are working and rejoin the class you are working with once you are outside. Do not collect your personal belongings.

In the event of a fire, the alarm will make a continuous bell-ringing sound.

Staff are responsible for ensuring the safe exit of the building.

The fire assembly point is on the main playground.

Please do not re-enter the building until you are authorised to do so.

First Aid



In the event of an accident or feeling unwell, please go to a member of staff who will locate the nearest qualified First Aider. Mrs Riley and Mrs Lee are our lead first aiders

Child Protection Advice for volunteers and visitors

As a school we are committed to safeguarding the children in our setting. We hope this leaflet will provide some useful information and advice when working with children at Castlemorton CE Primary School.

What are my responsibilities as a volunteer?

All those who come into contact with children through their everyday work, whether paid or voluntary, have a duty to safeguard and promote the welfare of children.

All volunteers and visitors should sign in at the school entrance and receive a visitor's badge and yellow lanyard which they must wear at all times.

DBS Checks

Castlemorton CE Primary School specifies that all volunteers who work regularly with children in regulated activity require an enhanced DBS check. This is to help ensure that unsuitable people are prevented from working with children. Parents who visit once to speak to a class or read a class story will be with the class teacher at all times and would not need a DBS check.

The head of school will inform you if you need a DBS Check. **You will not be left unsupervised with children without one.**

If a DBS check is required, we will help you complete an application and advise which documents will be required. Volunteering work in school will not begin until the DBS has been received.

A copy of our Child Protection and Safeguarding policy can be found on our website.

What should I do if I am worried about a child?

If whilst working with a child you become concerned about:

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

Please report these concerns to the class teacher, DSL or DDSL who will direct you to the next course of action.

Miss Smithson–Designated Safeguarding Lead (DSL)
Miss Cafferkey–Deputy Designated Safeguarding Lead (DDSL)

Mrs Riley–Deputy Designated Safeguarding Lead (DDSL)
Sarah Musgrave–Safeguarding Governor

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

Although the likelihood of this is small it is important to know what to do if a child makes a disclosure.

- Listen to what is being said without displaying shock or disbelief; accept what is being said
- Allow the child to talk freely
- Reassure the child but do not make promises that might not be possible to keep
- Do not promise confidentiality but explain to the child that you have to tell their teacher or Head Teacher in order that they can help him/ her
- Do not interrogate the child or ask leading questions
- Reassure the pupil that it is not their fault, stress that it was the right thing to tell
- Listen rather than ask questions
- Do not criticise the alleged perpetrator

Immediate record details of the disclosure, including wherever possible, the exact words or phrases used by the child. Please ensure you have signed and dated the record. Yellow concerns forms can be found on the notice board in the staff room. The completed form should be handed to the DSL or DDSL immediately.

What should I do if the alleged abuser is a member of the school staff?

You should report such allegations to the Head of School. What should I do if the alleged abuser is the Head of School? You should report such allegations to the Executive Head Teacher who will notify the Chair of Governors.