



**SAFEGUARDING  
CODE OF CONDUCT  
FOR  
VOLUNTEERS  
&  
VISITORS**

Child Protection and Safer Recruitment

September 2023

Created by Paula Woodward

**Safeguarding Statement:**

We are committed to safeguarding and promoting the welfare of children.

Safeguarding is **everyone's** responsibility; 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. We expect all staff, volunteers and visitors to share this common commitment to identify concerns, share information and take prompt action.

This leaflet contains information about our expectations of you whilst visiting our school. If you are unclear about anything in it please speak to one of the Safeguarding Team.

Child abuse can happen to any child regardless of gender, culture, religion, social background, ability or disability.

**If you are concerned about the safety of any child in our school, you must report this to one of the Designated Safeguarding Team.**

**If you are concerned about the conduct of a member of staff or volunteer, you must report it to the Head Teacher, Mrs Dixon.**

**If you are concerned about the conduct of the Head Teacher, you should contact the Chair of Governors, Mark Hughes.**

**The Designated Safeguarding Team**



**Mrs Woodward**  
Assistant Head/  
Designated  
Safeguarding Lead  
Ext: 1011



**Mrs Dixon**  
Headteacher  
Deputy Designated  
Safeguarding Lead  
Ext: 1002

**Deputy Safeguarding Leads:**

**Mrs McLean** Ext 1013

**Mrs Holloway** Ext 1036

**Miss Running** Ext 1008

**Mrs Sinclair** Ext 1010

**Mr Watkins** Ext 1009

**Mrs Plant** Ext 1031/1032

**Mrs French** Ext 1012

**Mrs Bulmer (Early Years)** Ext 1023

**Mrs Jevons (TOTs/726)** Ext 1019

**Mrs Vickers (TOTs/726)** Ext 1019

Prevent Single Point of Contact (SPOC):

**Mrs Dixon**

Safeguarding Governor:  
**Mark Hughes and Mrs Bulmer**

Co-chair of Governors:  
**Mark Hughes**

<p><b>What should I do if I am worried about a child?</b></p> <p>Report concerns to a member of the Safeguarding Team <b>immediately</b>. They will take appropriate action. Your role is not to investigate.</p> <p><b>What should I do if a child discloses she or he is being harmed?</b></p> <ul style="list-style-type: none"> <li>• React calmly; listen to what is being said without displaying shock or disbelief.</li> <li>• Do not interrogate or ask leading questions.</li> <li>• Reassure the child that they are doing the right thing.</li> <li>• Do not promise confidentiality.</li> <li>• Record an accurate and detailed report of what the child said in <b>their</b> words on a pink safeguarding form (Form 1) found in the Safeguarding, SEND or main offices ensuring you include the date, time and sign it. Pass this to a member of the Designated Team <b>immediately</b>.</li> </ul> <p><b>Keeping Yourself Safe:</b></p> <ul style="list-style-type: none"> <li>• Be professional. Consider carefully how you interact with or speak to a child; the child may interpret the conversation differently.</li> <li>• Avoid physical contact with children unless you are preventing them from immediately harming themselves.</li> <li>• Avoid being on your own with a child, always ensure the door is open and that you are visible to others.</li> <li>• It is best not to do anything for a child that he or she can do for him or herself.</li> </ul>	<p><b>Types of Harm:</b></p> <p><b>Abuse</b> – a form of maltreatment of a child. Someone may abuse or neglect a child by inflicting harm or failing to act to prevent it.</p> <p><b>Physical</b> – when a child is deliberately hurt or injured.</p> <p><b>Emotional</b> – the persistent emotional maltreatment of a child to cause severe or adverse effects on a child’s emotional development. It may involve conveying to a child that they are worthless or unloved, deliberately silencing or making fun of a child. It may feature having inappropriate expectations imposed upon a child either developmental or age.</p> <p><b>Sexual</b> – when a child is influenced or forced to take part in sexual activity. This can be a physical activity, or of no physical activity ie being made to look at inappropriate images.</p> <p><b>Neglect</b> – the persistent failure to meet a child’s basic physical and/or psychological needs.</p> <p><b>Child-on-Child</b> - Safeguarding concerns can also manifest themselves between children. This may include: bullying, physical abuse, sexual abuse or harassment, sexting, upskirting, or initiation type violence.</p> <p>Technology is a significant component of safeguarding as it provides a platform to facilitate harm. It can be categorised into four areas of risk: content (being exposed to illegal, or harmful material), contact (being subjected to harmful online interaction), conduct (personal online behaviour that increases the likelihood of harm) and/or commerce (gambling, phishing or financial scams).</p>	<p><b>Visitor and Volunteer Procedures</b></p> <ul style="list-style-type: none"> <li>• Visitors must sign in and show their identification to a member of staff in the Main Office.</li> <li>• Visitors will receive a lanyard that must be worn on site at all times.</li> <li>• Visitors will remain under the supervision of a designated member of staff.</li> <li>• Adhere to our Safeguarding ethos and policy; our Safeguarding policy can be found on the safeguarding displays and on our website.</li> <li>• Adhere to our no mobile phone policy within school.</li> <li>• Use designated adult WC’s.</li> <li>• Before leaving the site, sign out at the Main Office and return the lanyard.</li> <li>• Visitors must adhere to the school’s policy on confidentiality, as detailed in the Code of Conduct, including open media eg websites, social networking sites and/or blogs.</li> </ul> <p>It is a requirement that you inform the Head Teacher immediately if you become the subject to any criminal investigation, caution or conviction. This helps to protect you as well as the young people in your care.</p> <p><b>In the event of a fire, evacuate the building via the nearest fire exit to the assembly point (field to the rear of school). Do not stop to collect any belongings. Administration staff will use signing in books/registers to account for adults and children.</b></p> <p><b>In the event of a lockdown, follow procedures set out by supervising designated member of staff (lights off, blinds closed, everyone under desks and quiet).</b></p>
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