

What are my responsibilities as a volunteer/visitor?

All those who come into contact with children are responsible for their own actions and behaviour. At St Peter's & St Gildas' we all have a duty to safeguard and promote the welfare of the children. Please follow these guidelines at all times.

Code of Conduct

- **Do** provide a good example and be a positive role model by being respectful, fair and considerate to all
- **Do** treat all children equally: never build a 'special relationship', or favour a particular child above all others
- **Do** ensure that, when working with individual children, the door is left open, or that you can be visible to others
- **Do** record and report any concerns to a member of the safeguarding team immediately
- **Do** respect confidentiality at all times
- **Do not** photograph/record children (unless requested to by school staff)
- **Do not** exchange email addresses, text messages, or phone numbers with pupils, or given out your own personal details
- **Do not** receive, or give, gifts unless arranged through the school
- **Do not** make inappropriate or suggestive remarks, gestures or jokes.
- **Do not** use your phone anywhere other than the staffroom
- **Only** touch children for professional reasons and only when this is necessary and appropriate for the child's wellbeing, or safety

We are committed to safeguarding and meeting the needs of all our children

Designated Safeguarding Lead:

Mr Peter O'Shannessy (Headteacher)

Safeguarding Team: Deputy DSLs

Ms Louisa Pantelli (Deputy Head)

Katherine Johnston (School Business Manager)

Mrs Anna Peters (KS1 Phase Lead)

Miss Sandra Ashworth (KS2 Phase Lead)

Mrs Catherine Dunne (After School Club Manager)

Safeguarding Governor:

Mrs F Booker (Chair of Governors)

Everyone has the responsibility to make sure that the children of St Peter's & St Gildas' are safe because Every Child Matters.

You must ensure any safeguarding incident is reported to one of the named people above.

Federation of

St Peter's & St Gildas' Infant and Junior Schools

Headteacher: Mr P O'Shannessy



Safeguarding Procedures

An information leaflet for volunteers and visitors to Federation of St Peter's and St Gildas' Infant and Junior Schools.

St Peter-in-Chains RC Infant School

Elm Grove, N8 9AJ

020 8340 6789

admin@st-peter-in-chains-rc.haringey.sch.uk

St Gildas' Catholic Junior School

Oakington Way, N8 9EP

020 8348 1902

admin@st-gildas.haringey.sch.uk

DBS checks

All staff, including supply staff, regular visitors and regular volunteers, are subject to Criminal Record Bureau (DBS) checks (Keeping Children Safe in Education April 2014). This is to help ensure that unsuitable people are prevented from working with children. Contact the School Business Manager for advice.

Signing In

Visitors will be asked to sign in and out at the front office. By signing in, you agree to comply with the Child Protection Procedures within St Peter's & St Gildas' and follow the Code of Conduct.

Identify Badges

All visitors within St Peter's & St Gildas' schools must wear either their visitors badge, received from the school, or their agency/schools' ID badge. Any adults without a badge will be challenged.

Fire Guidance

Fire exits are signposted around the school.

You must familiarise yourself with the evacuation procedures which are displayed in classrooms and the office.

The primary assembly point is the back of the school playground.

Health and Safety

If you have a health & safety concern or see a potential hazard please report it immediately to the school office or site team

Concerns about a child

Abuse (physical, sexual, emotional), or neglect can have a damaging effect on a child's health, educational attainment and emotional wellbeing. Some changes in a child's behaviour may not necessarily indicate that they are suffering from abuse, or neglect. In some cases, those changes may be symptoms of a hidden disability, undiagnosed medical condition, or changes in medication.

If you have a concern

If, whilst working with a child, you become concerned about any of the following:

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

Please record these concerns and report immediately to a member of the Safeguarding Team.

Should the concerns be about the Designated Safeguarding Lead, please inform the Headteacher. Should the concerns be about the Headteacher, please inform the Chair of Governors, or contact the Haringey Safeguarding Children's Partnership.

Haringey Safeguarding Children's Partnership
7th Floor, River Park House
225 High Road
London N22 8HQ
Tel: 020 8489 3145
Email: hscp@haringey.gov.uk

Disclosure of abuse by a child

Whilst this can be an alarming situation, it is important that you know what to do in such circumstances and for you to be able to stay calm and controlled.

Please remember the following:

- Listen to what is being said without displaying shock or disbelief
- Do not be judgemental or jump to conclusions
- Allow the child to talk freely
- Listen rather than ask direct questions
- Do not make promises that might not be possible to keep, nor promise confidentiality, but explain that you have to tell the proper member of staff in order to help them
- Do not interrogate the child, nor ask leading questions
- Reassure the child that it is not their fault
- Record details of the disclosure immediately, including, wherever possible, exact words or phrases used by the child—sign and date this record
- Report your concerns to a member of the Safeguarding Team immediately
- Be aware of your own feelings and find someone you can share your feelings with
- Remember, small concerns may be part of a bigger picture. If in doubt, report.
- Respect confidentiality at all times