

We are committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors to share this common commitment.

This leaflet contains information about our expectations of you whilst you are visiting our school. If you are unclear about anything in it please speak to any of the contacts named within. Please keep this leaflet in a safe place so that you can read it again if you need to.

If you are concerned about the safety of any child in our school, you must report this to the Designated Safeguarding Lead or, in their absence, another member of the safeguarding team.

If you are concerned about the conduct of a member of staff or volunteer in our school, you must contact the Headteacher.

## CONTACTS

### **Education Safeguarding Advisory Service**

**01296 387981**

[Secure-esasduty@buckinghamshire.gov.uk](mailto:Secure-esasduty@buckinghamshire.gov.uk)

### **REFERRALS TO SOCIAL CARE**

#### **First Response Team:**

01296 383962

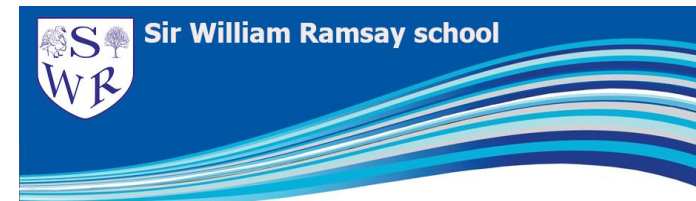
#### **Out of Hours:**

(Emergency Duty Team)

0800 999 767

#### **Buckinghamshire Safeguarding Children Partnership**

[www.bucksscp.org.uk](http://www.bucksscp.org.uk)



## **Safeguarding Guidance**

### **For VISITORS AND VOLUNTEERS**

*"Keeping children safe is everyone's responsibility"*

*Published September 2020*

### **What are my responsibilities whilst on site?**

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. Our policy can be found on the school website and it is very helpful to read it through. If you require a printed version, please ask at the school office.

To safeguard our students it is imperative that you do not use your mobile phone or any other mobile devices whilst onsite to record, take photos or access social media without first seeking permission from the DSL or Headteacher.

**Our Designated Safeguarding Lead is:**  
**Eleanor Holding**  
[eholding@swr.school](mailto:eholding@swr.school)

**In their absence please contact another member of the safeguarding team:**

**Sheryl Hilton**  
[shilton@swr.school](mailto:shilton@swr.school)  
**Elizabeth Wolfenden**  
[ewolfenden@swr.school](mailto:ewolfenden@swr.school)  
**Nicola Renyard**  
[nrenyard@swr.school](mailto:nrenyard@swr.school)  
**Hannah Dell (school holidays)**  
[hdell@swr.school](mailto:hdell@swr.school)

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

Although the likelihood of this is small it is important to know what to do in such an eventuality.

**L**isten to the child, without making judgements.

**T**ake what they tell you seriously, children rarely lie about such matters.

**E**xplain that you can't keep the information secret and must pass it on to someone who will know what to do.

**D**on't interrogate the child or ask leading questions, such as "what did he do next". Reassure the child that they have done the right thing by telling someone.

**D**on't make promises that you can't keep but tell the child what you are going to do.

**R**eport your concerns immediately to Designated Safeguarding Lead or, in their absence another member of the Safeguarding team.

### **How do I assure that my behaviour is always appropriate?**

Appropriate relationships with children should be based on mutual trust and respect. Whilst at the school you may well be working closely with children sometimes on a one to one basis.

**C**hildren, especially when they are young are often spontaneously affectionate and tactile, it is important not to alienate them through lack of response or by appearing to reject this. You should, however, be careful about physical contact with children – our Code of Conduct will give guidance to how we manage this at our school and the expectations of adults in their contact with students.

If you are working with a student on his/her own always ensure that the door to the room is left open and that you are always visible to other members of school community.

Never make arrangements to meet a student on their own without school and parental permission either in the real world or online.

### **Do not**

- **Photograph students**
- **Exchange e-mails or text messages with students**
- **Have any communication via social media with students**
- **Give out your own personal details or**
- **Accept/allow students to have contact with you via social media**
- **Use recording devices (sound or video)**

