SAFEGUARDING CHILDREN GUIDANCE

**FOR VISITORS TO TILERY PRIMARY SCHOOL**

# **Code of Behaviour**

At this school, we are child centred in all that we do. Being excellent role models for children who attend our school is of paramount importance. This is reinforced to all staff and volunteers through training and development.

**Day to day**

Whilst on site you must have signed in the visitor’s book which is located in the main reception.

You must collect a badge and display it prominently at all times. The badge syate

The majority of the toilets in the school are for **pupils only**. Adults and disabled toilets are situated in the main administration block and near the entrance in the South Building.

The whole of the school site is non-smoking.

**Concerns**

If you have any concerns about the welfare of a child that you come into contact with on site. You must immediately ask to speak to one of the following people:

The Nominated Person for this school is Mr John Repton (Headteacher), 01642 673761. In his absence the designated persons will be Linda Johnson, Gill Mellor or Christine Pratt 01642 673761.

# **What to do if children talk to you about abuse or neglect**

It is recognised that a child may seek out an adult to share information about abuse or neglect, or talk spontaneously, either individually or in groups when a member of staff is present. In these situations staff will:

* Listen carefully to the child, and NOT directly question the child.
* Give the child time and attention.
* Allow the child to give a spontaneous account; do not stop a child who is freely recalling significant events.
* Make an accurate record of the information given taking care to record the timing, setting and people present, the child’s presentation as well as what was said. Do not throw this away as it may later be needed as evidence.
* Use the child’s own words.
* Explain to the child that they (staff member) cannot promise not to speak to others about the information they have shared, but explain who the people are likely to be.
* Reassure the child that:
* You are glad they have told them;
* S/he has not done anything wrong;
* What you are going to do next.
* Explain that you will need to get help to keep the child safe.
* You must NOT ask the child to repeat his or her account of events to anyone.

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# **Working with Children**

It is essential that care is taken to minimise the possibility for abuse and misunderstanding and misinterpretation. False allegations are rare but general good practice will help prevent them. The following list includes behaviour that the majority of staff/volunteers working with children should never:

* Be alone with children out of public view. Leaders should not ask staff/volunteers to work with children in situations where staff/volunteers will be completely unobserved
* Kiss children
* Engage in rough or sexually provocative games
* Make sexual comments
* Invite or allow children into their home (childminders being an exception)
* Give a child a lift in their car except in emergencies (unless it is part of their job and they have appropriate business use insurance)
* Let allegations, made by anyone, go unacknowledged, unresolved or not acted upon

Staff/volunteers should be aware of the potential for misunderstanding when touching children.

If it is an accepted part of an activity, touching should be appropriate to the situation and follow accepted guidelines where they exist. Consoling a child who is upset, administering first aid or supporting a participant in an activity is acceptable and necessary behaviour.

Staff/volunteers should, however, endeavour to minimise any possible misunderstanding of their actions.