

Blackhorse Primary School

Volunteers/Visitors Safeguarding & Confidentiality Agreement



All volunteers/visitors agree to...

General Safety:

- Please sign in/out and wear your name badge at all times.
- **Contractors** should not work in areas where children are working/ playing unless supervised by a member of staff.
- Providing a good example and being a positive role-model by being respectful, fair and considerate to all. Please ensure that polite language is always used.
- Treat all children equally. Please refer any pupil discipline issues to a member of staff.
- Ensure that when working with individual children, that the door is left open, or that you can be visible to others. Any volunteer working alone with children, out of view of the class teacher, must have DBS clearance.
- Do not photograph children, exchange email addresses, text messages, and phone numbers or give out your own personal details.
- Personal mobile phones should not be used when working with children.
- Only touch children for professional reasons and when this is necessary and appropriate for the child's well-being and safety. Any necessary physical contact must be under the direct supervision of a member of staff.
- Do not bring nuts onto the school premises as we have children with severe allergies.
- Do not share information about a child which you have hear in school unless you have been given express authority to do so.

What to do if a child tells you something about their life which may raise child protection or safety concerns:

- Stay calm and listen carefully.
- Reassure them that they have done the right thing in telling you.
- Do not investigate or ask leading questions.
- Let them know that you will need to tell someone else.
- Do not promise to keep what they have told you a secret.
- Inform the class teacher or Senior Designated Person [Mr Simon Botten – HT] as soon as possible.
- Make a written record (in blue or black ink) of the allegation / disclosure and sign, date and record your position (forms can be provided by the class teacher or any member of staff)
- Only record the facts of the child's disclosure.
- Refer straight away to one of the Senior Designated Persons.

Use of photographic or other AV recording equipment in school:

- No cameras or other AV recording equipment (including Mobile Phones) should be used in school without permission from the Headteacher or senior member of staff.
- Parents may photograph or video school assemblies or productions but should not share these on social media without the express permission from all parents of the children within the photo/ video.

By signing the school visitors' book you are confirming that you have read and understood these guidelines. If you have concerns about how the school is safeguarding children then this can be confidentially reported to South Gloucestershire's Safeguarding team (ART) by phoning: 01454 866000

If you are concerned about the conduct of any adult working with children please report this to the Head of School (Neil Fry) or the Local Authority Designated Officer (LADO) by phoning: 01454 868508. Further information can be found at <http://sites.southglos.gov.uk/safeguarding>