

### **Volunteers / Visitors Responsibility**

All those who come into contact with children through their everyday work whether paid or voluntary are responsible for their own actions and behaviour. You should avoid any contact which would lead any reasonable person to question your motivation and intention. At St Thomas' CE (VA) Primary we all have a duty to safeguard and promote the welfare of our children.

### **Please follow our Code of Behaviour**

- **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** respect a child's right to personal privacy
- **Do** ensure that when working with individual children, that the door is left open, or that you can be visible to others.
- **Do not** photograph children (unless requested by the school staff) exchange emails, text messages, and phone numbers.
- **Do** remember that someone else might misinterpret your actions, no matter how well intentioned.
- **Do not** jump to conclusions without checking facts.
- **Do not** permit abusive activities e.g. bullying, ridiculing.
- **Do not** play physical contact games, make inappropriate comments or have inappropriate banter with the children.
- **Do not** make suggestive remarks, gestures or tell sexist, racist or homophobic jokes.
- **Do not** rely on your good name to protect you. It may not be enough.
- Do not believe it could not happen to you.

**It could!**

### **DBS certificates**

All staff, including supply staff, governors, regular visitors and volunteers are subject to Disclosure and Barring Service (DBS) certificates. This is to help ensure that unsuitable people are prevented from working with children. Advice about DBS certificates is available from the school office.

### **Identity badges**

All visitors within St Thomas CE(VA) Primary must either wear their visitors badge issued from Reception or their agency / school's identity badge. Any adults without a badge will be challenged.

### **Worried about a child?**

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

If whilst working with a child you become concerned about:

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

Please report these concerns to the Designated Safeguarding Lead.

### **Disclosure of abuse by a child**

Stay calm and controlled and:

- Listen to what is being said without displaying shock or disbelief. Accept what is being said.
- Allow the child to talk freely, listen rather than ask direct questions.
- Re-assure the child, but do not make promises that might not be possible to keep.
- Do not promise confidentiality but explain to the child that you have to tell their teacher or Headteacher in order that you can help them.
- Do not interrogate the child or ask leading questions. Re-assure the child that it is not their fault.
- Stress that it was right to tell.
- Make them aware that their disclosure will be reported only to those that need to know and can help.
- Record details of the disclosure immediately, using the forms available in the staffroom, to the side of the staff pigeonholes, including wherever possible the exact words or phrases used by the child. Sign and date the record. Report your concerns and give your written record to the Designated Safeguarding Lead to enable the matter to be dealt with in the most appropriate way.
- Be aware of your own feelings about abuse and find someone you can share your feelings with once the procedures have been completed.

It is important to remember the children's details and names must remain confidential and any discussion that you feel you need to undertake does not allow the child to be identified to anyone else.

**Allegations of Misconduct by  
Other Adults in School**

- Any allegations should be reported to the Head Teacher
- If the concerns are about the Headteacher, please inform the Chair of Governors.

**Mobile Devices**

**Please have mobile phones on silent  
or switched off and out of sight when in  
school.**

Refer to the Mobile Phone Policy.

Everyone has a responsibility to make  
sure that children within St Thomas' CE(VA)  
Primary school are safe as 'Every Child Matters'.

**PLEASE DO NOT:  
Decide to do nothing or leave our  
school without telling anyone**

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

**Designated Safeguarding Lead**

**Mr Simon Hall**

Deputy Headteacher

**Deputy Safeguarding Lead**

**Mrs Louise Toach**

Associate Headteacher

The St Thomas' School Governor with  
responsibility for safeguarding is:

Mrs Gillian Burnett

The Chair of Governors

at St Thomas' is:

Mr David Shemilt



# Safeguarding Procedures

## 2017 – 2018

St Thomas' CE (VA) Primary

Poplar Drive

Kidsgrove

Stoke on Trent

ST7 4HT

Tel: 01782 787099

[www.st-thomas-kidsgrove.staffs.sch.uk](http://www.st-thomas-kidsgrove.staffs.sch.uk)