

## Volunteers and Visitors Responsibilities

Everyone who comes into contact with children, whether paid or voluntary are responsible for their own actions and behaviour.

At Hayfield Cross Church of England School we all have a duty to safeguard and promote the welfare of all our children.

Please follow this code of conduct:

☑ Do treat everyone with respect and all children equally

☑ Do provide an example you wish others to follow

☑ Do activities where they are in sight of other adults

· Do respect a child's right to privacy.

☑ Do be confident that the way you are behaving is appropriate and not open to misinterpretation

☑ Do not jump to conclusions

☑ Do not photograph any children or exchange personal information

☑ Do not send or receive gifts unless arranged through the school

## DBS Checks

All staff, including support staff, regular visitors and volunteers are subject to a Disclosure and Barring Service check. This is to prevent anyone who poses a potential danger to children working in the school.

## Identity Badges

All visitors must sign in at the school office and wear a visitors badge for the duration of their visit. Any visitors without a badge will be challenged.

## Concerns about a Child

Physical, sexual, emotional abuse or neglect can have a damaging effect on a child's health, education, attainment and wellbeing. Changes in a child's behaviour may not necessarily indicate a child is suffering abuse or neglect, however, if whilst working with a child you become concerned, please report these concerns to the class or head teacher

## Allegations

Any concerns should be reported immediately to the head teacher or Safeguard Leads. If the concerns are about the head teacher please inform the chair of governors.

## Disclosures of Abuse

While this can be an alarming situation it is important that you know what to do in such an eventuality.

Stay calm and controlled, listen to what is being said without showing shock or disbelief and accept what is being said.

Allow the child to talk freely. Listen rather than direct the child through questioning and do not interrogate them.

Explain that you will talk to Mr Charteris, Miss Priestley or Mrs Newcombe.

Reassure them that telling you was the right thing to do.

Record the details of what was said straight away. Try to use the same words as the child.

Sign and date the document.

Immediately report your concerns & give the written information to Mr Charteris, Miss Priestley or Mrs Newcombe.

Be aware of your feelings and find someone to share your feelings with whilst being mindful that children's details must remain confidential and within the school.

At Hayfield Cross Church of England School we are committed to safeguarding and promoting the welfare of children.

We expect everyone working at or visiting our school to share this commitment. This leaflet has been given to you to make sure you know what is expected of you.

Please ask any member of staff if you are unclear about anything in it, and keep the leaflet in a safe place so you can read it again if you need to.

Please do not:

- Decide to do nothing
- Leave the school without sharing a concern.

Thank you

Contacts: Head teacher and Deputy Designated Safeguard Lead: **Mr Craig Charteris**

Deputy Head and Deputy Designated Safeguard Lead: **Miss Priestley**

Inclusion Manager and Senior Designated Safeguard Lead: **Mrs Newcombe**

Designated Safeguarding Governor: **Rev Eleanor Jeans**

Chair of Governors: **Mrs Helen Cracknell**

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Hayfield  
Cross

Church of England  
School

**SAFEGUARDING**

An Information leaflet for  
volunteers and visitors