



# ENSTONE PRIMARY SCHOOL

## SAFEGUARDING ADVICE FOR VOLUNTEERS AND VISITORS

Our aim is to provide a safe and secure environment for our children, staff, volunteers and visitors. As a school we are committed to safeguarding and meeting the needs of young people, and we hope this information will provide you with some useful advice and support.

### **Security of Children, Staff, Volunteers and Visitors**

All members of staff will wear identity badges. All visitors should report to the School Office (Reception) on arrival and sign the Visitors' Book, showing proof of identity. All visitors will be issued with a badge on a lanyard which should be worn and visible at all times.

### **What are my responsibilities?**

All those who come into contact with young people through their everyday work, whether paid or voluntary, have a duty to safeguard and promote the welfare of young people.

### **Enhanced Disclosures**

All staff and regular volunteers will require an Enhanced Disclosure Certificate. This is to help ensure that unsuitable people are prevented from working with young people. If you do not have an Enhanced Disclosure Certificate, you are not allowed to work unsupervised with young people.

### **Safeguarding Advice for Staff, Volunteers and Visitors**

Enstone Primary School has a Safeguarding Children Policy, which is available on the school website. [www.enstone.oxon.sch.uk](http://www.enstone.oxon.sch.uk)

All staff and volunteers are expected to read and be familiar with the Safeguarding Policy and Keeping Children Safe in Education 2025 Part 1.

### **What should I do if I am worried about a child?**

If you become concerned about:

- ❖ comments made by a child
- ❖ marks or bruising on a child
- ❖ changes in the child's behaviour or demeanour

Please report these concerns to the school's Designated Safeguarding Lead (DSL), Sarah Mann (Headteacher). In the event of her absence, please report either to Ashleigh Griffith or Sarah West (Senior Teachers and deputies to the DSL)

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

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

- ❖ Listen to what is being said without displaying shock or disbelief; accept what is being said
- ❖ Allow the child to talk freely

- ❖ Reassure the child, but do not make promises of confidentiality. Explain to the child that you have to tell the Designated Safeguarding Lead in order that they can help him/her
- ❖ Do not interrogate the child or ask leading questions
- ❖ Reassure the child that they are not at fault
- ❖ Stress that it was the right thing to tell
- ❖ Listen rather than ask direct questions
- ❖ Do not criticise the alleged perpetrator

Immediately record details of the disclosure, including whenever possible the exact words or phrases used by the child, and give this information to Sarah Mann, DSL, (or one of the deputies) to enable the matter to be dealt with in the most appropriate way. Please ensure you sign and date the record. Reporting forms may be found in the staffroom, or on the safeguarding page of the school website.

### **What should I do if the alleged abuser is a member of the school staff?**

You should report such allegations to the Headteacher.

### **What should I do if the alleged abuser is the Headteacher?**

You should notify the Chair of Governors, Mrs Barbara Shaw. [Barbara.shaw@enstone.oxon.sch.uk](mailto:Barbara.shaw@enstone.oxon.sch.uk)

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

- ❖ Maintain a professional approach towards children wherever and whenever you are in contact with them.
- ❖ Social contacts outside school should be kept to a minimum. Do not make or accept friend requests with pupils on social media.
- ❖ *Facebook and similar social networking sites:* as a professional or volunteer who works with young people, you need to take extra care to ensure that you don't inadvertently make your personal information available to the young people or parents of young people that you work with. This could leave you open to false allegations, misinterpretation, or the possibility of cyberbullying.
- ❖ Avoid as far as possible being alone and isolated with a child. If you are working with a child on his/her own always ensure that the door is left open or that you can be visible to others.
- ❖ It is inappropriate for staff or volunteers to give lone children lifts in their cars.
- ❖ Remember: openness is the best protection for all and secrecy the greatest risk.

**Please help us to safeguard the young people in our care by following these guidelines.**

**This QR code will take you to the key documents with which you should be familiar.**

