

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

If you have a concern about a pupil's wellbeing or safety, please report your concerns to one of the designated leads. The office staff will help you in finding them.

Disclosure by a Pupil

If a pupil discloses to you about something that is of a concern, you should:

- Listen and reassure the pupil
- Don't ask any leading questions
- Don't promise confidentiality as you will need to share the information with a member of the safeguarding team
- Record details as soon as possible, recording exact words and phrases used by the child. Forms for this purpose are available from the main office or from the safeguarding lead.
- This form must then be given to the safeguarding lead, who will discuss the disclosure with you and deal with it in the appropriate way.

It is not your responsibility to investigate the concern, the Safeguarding Team will follow up on what has been reported.

Please sign and date all forms



Volunteering at School

At Bickerton Holy Trinity CE, we welcome volunteer helpers. For staff and parents of other children to be confident about the role, you will need to sign an agreement about confidentiality and conduct. We will ask you to sign this to indicate your agreement and a copy will be kept in school.

We also ask that you take the time to read the behaviour policy which is on the school website so that you can use some of the same strategies as we do to encourage the best from every pupil. Any inappropriate behaviour must be reported to a member of staff who will act accordingly.

Safeguarding information is signposted around the school including information about

- The school's safeguarding team
- The school's whistleblowing procedures
- Key contact information
- NSPCC support for children

Safeguarding team

Designated Safeguarding Lead:

Vicki Williams

Deputy Designated Safeguarding Leads:

Steph Dunn & Daniel Carlile

Bickerton Holy Trinity CE Primary School



Child Protection Safeguarding information leaflet for volunteers and visitors

It is everyone's responsibility to ensure that our children stay safe. Each person who works in school, or visits, shares that responsibility. Please take a moment to familiarise yourself with the following information.

Please do not hesitate to talk to any member of staff if you are unclear about anything you read.

Head teacher:

Vicki Williams

Chair of Governors:

Claire Carman

Governor with safeguarding responsibility:

Sandra Martin

Visitor Lanyard

Upon arrival you will be issued with a lanyard and are expected to wear this at all times. Please sign out at the end of your visit and return your visitor badge to the Reception desk.

Valuable Items

Any valuables or personal items must remain with you at all times.

Smoking

Smoking, including the use of electronic cigarettes is prohibited in all areas of the school site.

Mobile Phones

Please do not use your mobile phone during your visit. If you do need to make or receive an urgent call, please contact a member of the Reception staff and they may be able to find a suitable location for you to use.

Use of a phone when children are in the vicinity is prohibited

Toilet facilities

These are located through Foxes Class. Please ask a member of staff who will direct you to these facilities.

First Aid and Accidents

It is hoped that your visit to us is without incident but if you are involved in an accident or require first aid, please contact Mrs. Bell in the main office.

Fire and Emergency Evacuation

In the unlikely event of the fire alarm sounding, please evacuate the school at the nearest exit and proceed to the assembly point at the front of the sports cage. Please exit by the nearest doors as directed by a member of school staff.

What should I do if I have concerns about an adult?

If you have a concern about the behaviour or conduct of an adult, please report this to the Headteacher straight away. In the absence of the Headteacher ask to speak to the Deputy Headteacher. You can ask a member of the office staff to locate them for you if needed, explaining that you have a concern about an adult.

Headteacher: Vicki Williams
Deputy Head Teacher: Daniel Carlile

An 'adult' refers to a member of school staff, a visitor, a governor, a specialist teacher such as a sport coach or music tutor, a parent, a contractor or any other role.

If you have a concern about the Headteacher, then please contact the Chair of Governors, Claire Carman.

Keeping Yourself Safe

As a visitor, please remember the following:

- If you are working in a 1:1 situation with a pupil, we must have the confirmation that all the necessary safeguarding checks have been completed, including an enhanced DBS disclosure
- You must not have any physical contact with any pupil
- You must never exchange personal information with a pupil or arrange to meet them outside of the school environment
- The use of cameras and taking videos/ photographs is not permitted unless prior permission has been obtained and school equipment is used



Everyone has the responsibility to make sure that children at Bickerton Holy Trinity CE Primary School are safe and happy.

We ask that you:

- Provide a good example and be a positive role model by being respectful, fair and consistent to all
- Treat all children equally-never build a 'special relationship' or favour a particular child above others
- Ensure that when working with individual children, that the door is left open and that you are visible to others

We are here to help

We hope you enjoy your visit to our school. If you require any help during your visit or require special assistance, either speak to Mrs. Bell at the main reception or the member of staff you are visiting.

Don't forget to sign out at the end of your visit and return your lanyard back to the main reception.

Thank you



If you have concerns about the safety of any young person in our school, you must report this to the Designated Safeguarding Lead.

For more information about our safeguarding procedures, please look on the safeguarding page of our website.