

Remember...if in doubt...ask



**Jolesfield C.E.
Primary School**

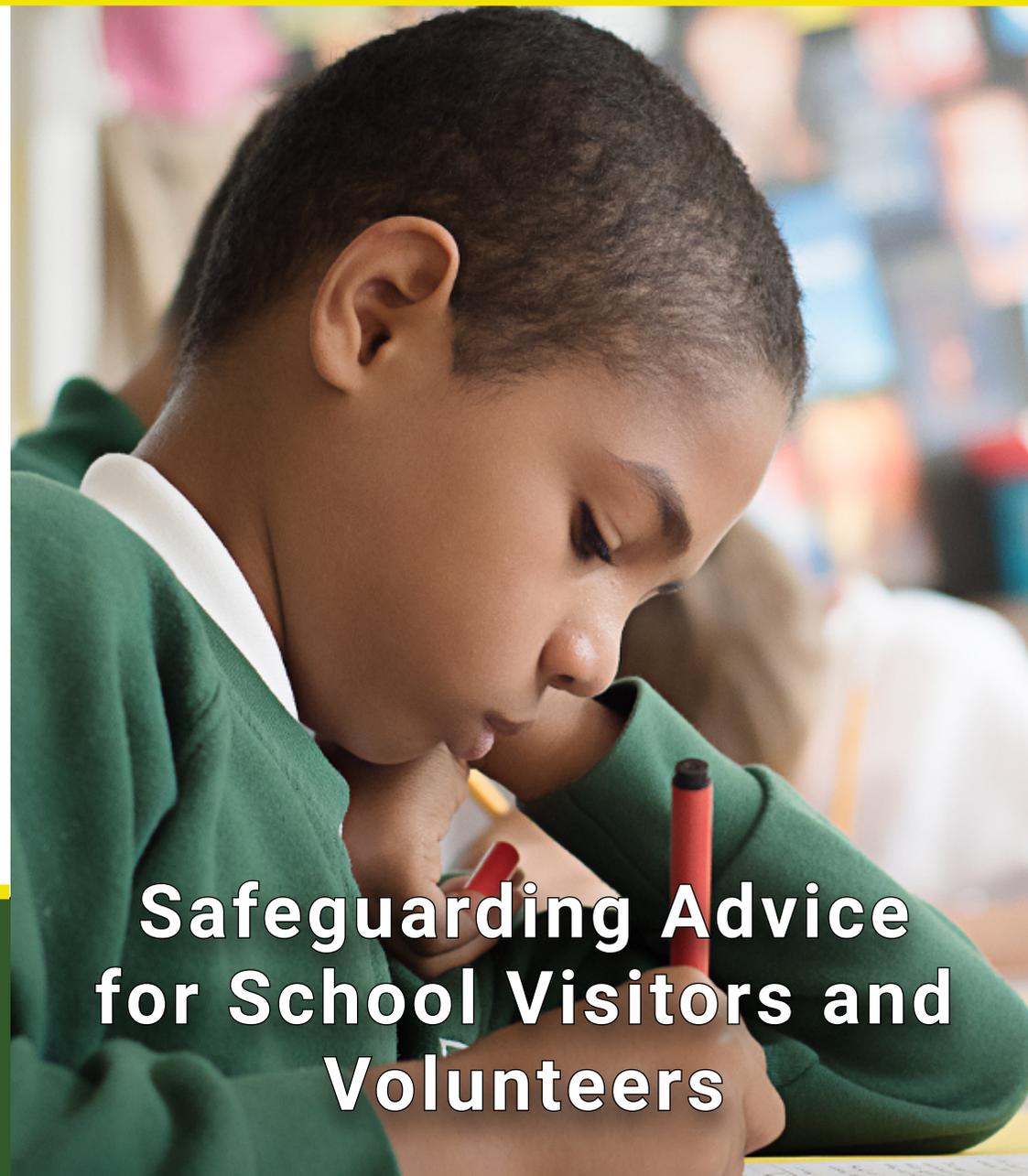
Staff Conduct

If you are concerned about the conduct of a member of staff, following an observation or disclosure, the following actions must be taken:

- Immediately inform the Head teacher.
- In their absence, immediately inform the Deputy Head teacher.

Keeping Yourself Safe

- Be professional. Be careful how you interact with or speak to a child, the child may interpret it differently.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- Avoid being on your own with a child, always ensure that a door is open and that you are visible to others.
- Never use your mobile phone with children present.
- It is best not to do anything for a child that he or she can do for himself or herself. Always tell someone if a child touches you or speaks to you inappropriately.
- Never photograph a child without the school's permission
- If you have concerns about the conduct of staff, it is your responsibility to inform the Head teacher.



**Safeguarding Advice
for School Visitors and
Volunteers**



Jolesfield C.E. Primary School
Littleworth Lane
Partridge Green
RH13 8JJ
email: office@jolesfieldschool.co.uk
telephone : 01403 710546

Safeguarding is everyone's business: it's up to all of us to keep children safe.



VISITOR RESPONSIBILITIES

Signing in and out

All visitors to Jolesfield School must sign in using the signing in book at reception. Please include a note of any vehicle registration so that if there is a problem we can notify the relevant person.

Visitors will be issued with an identity badge which must be worn at all times.

When leaving the site all visitors must sign out and return their badge to reception.

SAFEGUARDING

A key priority for Jolesfield School is that all adults who work with our students take account of safeguarding and promote the welfare of children and young people. Our aim is to promote a culture of being a safe organisation for young people and the adults who work with them.

We ask that should you hear, see or read anything which troubles you about a child, do not ignore it, but report your concerns to one of the Designated Safeguarding Leads for Jolesfield School.

Mr Simon Trahern - Head teacher - Designated Safeguarding Lead

Mr Colin Brookes - Deputy Designated Safeguarding Lead

Mrs Jeanette Brady – Deputy Designated Safeguarding Lead

Mrs Norma Nunn- Safeguarding Link Governor

Mr Simon Crute – Chair of Governors

Regular Volunteers

Volunteers must sign in and out at the Main Office. Our regular volunteers have a valid DBS certificate (formerly CRB) and wear an identity badge.

If a child discloses they might be subject to abuse:

- **React calmly**
- **Listen carefully** to the child, particularly what is said spontaneously.
- **Do not promise** confidentiality. Explain to the child that you must pass on the information if you are worried about their safety.
- **Do not ask** leading questions or make judgments. Clarify and check your concern if you feel that you are not sure, by using, for example, "tell, explain, describe or outline" but as soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries. Only trained investigators should question a child.
- **Reassure** the child that they are doing the right thing.
- **Record** carefully what the child says in their own words including how and when the account was given. Date, time and sign the school Concern Form (in the staff room folder). Pass this on to the Designated Member of Staff for Safeguarding immediately or to one of the Safeguarding Team.

