



Working Together to Safeguard Children

Information for Visitors and
Volunteers

Walpole Highway Primary School



Fire Procedure

In the event of a fire bell sounding, please leave the building as quickly as possible – following the Emergency Exit signs. The assembly point is on the playground at the rear of the school.

Safeguarding

Safeguarding means keeping safe. It covers all aspects of keeping children safe in our schools. It is a vital part of what we do in school every day. It includes:

- *The behaviour of children towards each other;*
- *The behaviour of staff towards children;*
- *The behaviour of any visitors or volunteers in our schools;*
- *The safety of children on trips out of school;*
- *Systems and procedures around our schools;*
- *The safety of our buildings and grounds;*
- *Safe use of the Internet;*
- *Learning about safety through routines and in lessons.*

Every adult in our federation has a responsibility to keep children safe. If you are concerned about anything you see or hear around our schools, you must let a member of staff know. This includes the behaviour of staff. If you have any ideas about how we might make our schools even safer, please let someone know.

If you have a mobile phone, you are not allowed to use it in our schools or on school trips. This is to ensure that no one records the children in any way. Photographs may only be taken on school owned cameras, which are downloaded onto our school servers and never stored offsite. There should be no references or comments made about our schools or children on social media in any form.

Avoid being alone with children or having physical contact with them.

Designated Safeguarding Leads

Ms Alison Bailey, our Executive Headteacher, is our Designated Safeguarding Lead (DSL).

Alternate DSLs include:

Cathryn Farnham (Assistant Headteacher);

Robert Griffiths (Assistant Headteacher)

Camilla Carlisle (Parent Support Advisor)

Paula Thurston (FSU Pastoral Co-ordinator)

If you have any concerns about a child, you must tell a member of staff.

The things you may be concerned about may be physical or emotional. They may include the way a child reacts to certain situations. They may be based on something a child says.

If a child begins to tell you something, you must explain to them that you cannot keep it a secret. You must tell them your job is to keep them safe and it may be that you have to tell someone else in order for them to be safe. Listen to the child carefully. Let them talk and don't ask leading questions. You may like to suggest that you carry on the conversation with another member of staff present. The child may like to choose who to involve in the conversation. You must tell a member of staff if a child tells you anything that concerns you. You may be asked to write down what has been said to you on a Record of Concern Form. This must present a factual account and not an opinion.

Any concerns that you have or anything that a child says to you must remain confidential once you have told a member of staff.

All members of staff are required to work according to the guidance in: '*Guidance for safer Working Practice for Adults who work with Children and Young People in Educational Settings*' (October 2015)

Copies are available from our school offices and by using the following link:

www.schools.norfolk.gov.uk, click on Safeguarding, then click on guidance and select the document.

Visions and Values

We believe in:

- *Mutual respect*
- *Equal opportunities for all*
- *Spiritual, moral, social and cultural awareness*
- *A safe, secure environment*
- *A rich, stimulating curriculum*
- *Raising aspirations*

We aim for:

- *Engaged and motivated pupils*
- *Confident, determined individuals*
- *Successful learners for life*
- *Responsible citizens*
- *Challenging thinkers*
- *Kind and caring friends*

Working together, the Windmill Primary Federation will nurture Happy Healthy Achievers.

Visitor Code of Conduct

Children, staff and families must be shown care, courtesy and consideration at all times. We take confidentiality very seriously and visitors must not:

- *Share any information, about any person connected with any of our schools, with any other party – unless it is a safeguarding concern being discussed with a DSL;*
- *Discuss any information about any of our schools on any social media platform or using any electronic device.*

Signed: _____ Date: _____



Children and staff have the right to learn and work in a safe and happy environment.