

If you are concerned about the safety of any of our pupils, you **MUST** report it to the Designated Safeguarding Leads.



Gerri Anderson



Laura Cadden



Linda Kelly



Beth Shepherd

Milton Keynes Multi Agency safeguarding Hub:  
01908 253169/70



**“Safeguarding children  
is everyone’s  
responsibility”**  
*(Children’s Act 2004)*

**Child Protection and Safeguarding Guidance**

**For Visitors and Volunteers**

The information enclosed outlines what you can do as a visitor to work together to keep our pupils safe.

We recognise that all members of the school community including visitors at all times play a full and active part in protecting our pupils from harm.

There are many school policies and documents which will support you in understanding how we safeguard children at Whitehouse Primary School. You can find these on our school website. The key school documents to be aware of are:

Safeguarding policy, Child Protection Policy, Prevent Leaflet, Health and Safety Policy, Attendance Policy

### Child Protection Advice

As a school, we are committed to Safeguarding and meeting the needs of children. This leaflet will provide some useful advice and information when working with children at our school.

### Disclosure and Barring Service (DBS) checks

Anyone who visits Whitehouse Primary will be asked supply a copy of their DBS check / DBS number if they will be working unsupervised on the site. If you do not have a DBS check we will require you to stay with a member of our staff at all times to ensure safeguarding procedures are adhered to.

### What are my responsibilities whilst on site?

All those who come into contact with children through their everyday work whether paid or voluntary have a duty to safeguard and promote the welfare of children. We ask that you take time to read the school safeguarding and child protection policy before you start working in school. –This can be found on the school web- site.

We would respectfully ask that you do not use your mobile phone or any other mobile devices whilst onsite to record, take photos or access social media without first seeking permission.

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

Our Designated Safeguarding Leads are specially trained in child protection. If you are concerned about a student you must inform :

**Designated Safeguarding Lead: GERI ANDERSON (Assistant Head) or Deputy Designated Safeguarding Leads: LAURA CADDEN (Head of Pupil Support)), Designated Safeguarding Team: LINDA KELLY (Head), BETH SHEPHERD (Nursery Room Leader)**  
**Contact number : 01908 522388**

You must inform them at the earliest opportunity. They will deal with the matter, ensuring concerns are explored and the child safeguarded or supported as necessary.

### What should I do if a child discloses 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 the child, without making judgements.

Take what they tell you seriously, children rarely lie about such matters.

Explain that you can't keep the information secret and must pass it on to someone who will know what to do.

Don't interrogate the child or ask leading questions, such as "what did he do next".

Reassure the child that they have done the right thing by telling someone.

Don't make promises that you can't keep but tell the child what you are going to do.

### **REPORT IMMEDIATELY TO THE DSLs GERI ANDERSON, LAURA CADDEN, LINDA KELLY, or BETH SHEPHERD**

You are likely be asked to make a written record of what you have seen or heard. This is an important part of your safeguarding responsibilities. You will be asked to summarise your concerns in writing including the pupils name if known, or give a brief description of the pupil. If the pupil has told you they are being harmed, write down as accurately as possible what was said

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

You should report such allegations to the Head of School. If the allegation is about the Head contact the **Chair of**

**the Board of Trustees, Marilyn Hubbard** who can be contacted via the **School Office** (01908 533288)

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

Appropriate relationships with children should be based on mutual trust and respect. Whilst at the school you may well be working closely with children sometimes on a one to one basis. Children, especially when they are young are often spontaneously affectionate and tactile, it is important not to alienate them through lack of response or by appearing to reject this. You should, however, be careful about physical contact with children – the Code of Conduct in the Staff Handbook will give guidance to how we manage this and the expectations of adults in the contact with pupils. As a visitor to the school we would ask you not to initiate any contact with pupils.

If you are working with a pupil on his/her own always ensure that the door is left open or that you can be visible to others. Never make arrangements to meet a pupil on their own without school and parental permission.

### **Do not**

- **photograph pupils,**
- **exchange e-mails or text messages,**
- **breach confidentiality by communicating via social media**
- **give out your own personal details or**
- **accept /allow them have contact with you via social media**

### **We believe all our pupils have a right to grow up safe from harm**