

This leaflet has been given to you to make sure you understand what is expected of you whilst you are on our school site. It is both your duty to be aware of its contents and to use the information to take action when necessary. Please ask the person who gave you this leaflet if you are not clear about any information it contains. Please keep it with you and refer to it if you are concerned whilst you are at our school

If you are concerned about the safety of any of our students you **MUST** report it to the person named in this leaflet

### **Education Safeguarding Advisory Service**

**Advice Service:** 01296 382912

#### **Officers:**

Tracey Ireland 01296 382817 (MASH)  
Julia Goodes 01296 382822 (Wycombe)  
Julia White 01296 382828 (Chiltern & S Bucks)  
Jonathan Kempster 01296 383703 (North Bucks)

#### **Team Manager/Education Safeguarding Advisor**

Therese McAlorum 01296 382732

### **Referrals to Social Care**

#### **First Response Team:**

0845 4600 001

#### **Out of Hours:** (Emergency Duty Team)

0800 999 767

#### **BSCB**

[www.bucks-lscb.org.uk](http://www.bucks-lscb.org.uk)

01296 383485

**[safeguardingineducation@buckscc.gov.uk](mailto:safeguardingineducation@buckscc.gov.uk)**

**01296 382912**



# **Child Protection and Safeguarding Guidance**

**For Visitors**  
(including Supply Teachers, Peripatetic Staff, Instructors, Contractors and Work Placement Staff)

**September 2024**

### **Contacts**

[Child Protection Advice](#)

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

#### Disclosure and Barring Service (DBS) checks

Schools safeguarding policy requires sight of a visitors DBS check if it is anticipated you will have unsupervised access to children whilst on site This is part of our safeguarding procedures to help ensure that unsuitable people are prevented from having contact with our students. The Head teacher will be able to advise you further on this and tell you more about our school Code of Conduct.

#### 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. In every school you will find a child protection policy document and it is very helpful to find out where it is and read it through. Our policy can be found on the school website. If you require a printed version please ask at the school office

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 school has a Designated Safeguarding Lead and a deputy who has received additional training to support the safeguarding of students.

If you are concerned about a student you must inform **Mr Rob Hacking, Headteacher**, who is the person responsible for Child Protection and safeguarding at Little Chalfont Primary School. You must inform them at the earliest opportunity. If he/she is not available tell **Mr Simon Barrett, Chair of Governors**.

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**

**Mr Rob Hacking, Headteacher**

**Tel: 01494 762109**

give the information to him/her. You will 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 students name if known, or give a brief description of the student. If the student 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 Headteacher, **Mr Rob Hacking**. If the allegation is about the Headteacher or Assistant Headteacher, contact the Chair of Governors, **Mr Simon Barrett (tel. 01949 762109)**.

#### 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 will give guidance to how we manage this at Little Chalfont Primary School and the expectations of adults in their contact with student. As a visitor to the school we would ask you not to initiate any contact with students

If you are working with a pupil on his/her own always ensure that the door is left open and that you are visible to others.

Never make arrangements to meet a pupil on their own without school and parental permission either in the real world or online

#### **Do not**

- **photograph pupils,**
- **exchange e-mails or text messages with pupils**
- **breach confidentiality by communicating via social media**
- **give out your own personal details or**
- **accept /allow pupils to have contact with you via social media**
- **Please do not use recording devices without consent**

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