

## Safe working within Winwick CE Primary School

- Model by being respectful, fair and considerate to all.
- Use positive praise.
- Respect confidentiality.
- Treat all children equally, never build a 'special relationship' or favour a particular child above all others.
- Ensure that if working with individual children, the classroom door is left open, or that you can be visible to others.
- Do not photograph children, exchange emails, text messages, phone numbers or give out your own personal details.
- Do not receive or give gifts to children.
- Children can be spontaneously affectionate. Try to be clear about appropriate boundaries.

## Allegations

Any allegations regarding a member of the school staff should be reported to the Executive Head Teacher.

If the concerns are about the Executive Headteacher, please inform the Chair of Governors, Mrs Jackie Neal.

## Designated Safeguarding Leads

**Mrs Sue Dymond**  
Executive Headteacher



Mrs Jackie Neal: Safeguarding Governor

### **Safeguarding Team:**

Mrs Laura Duckett (Behaviour & Welfare)

Miss Jo Dalzell (Child Protection)

Mrs Elin Rees (Attendance)

Everyone has a responsibility to make sure that the children of Winwick CE Primary school are safe, as 'Every Child Matters'.

This leaflet has been given to you to make sure you understand what is expected of you.

If you are worried about the safety of any child in our school, you **MUST** report this to a Designated Safeguarding Lead.

**PLEASE DO NOT**  
decide to do nothing  
or leave the school  
without telling anyone

## WELCOME TO WINWICK CE PRIMARY SCHOOL

### Information for visitors



An information leaflet for volunteers and visitors to explain the School's Safeguarding Procedures and how you play a part in ensuring that this is

### **A SAFER SCHOOL**

We are committed to safeguarding and meeting the needs of all our children.

Please ask Mrs Cameron (Office Manager) if you are unclear about anything in this leaflet.

## Responsibilities for Volunteers and Visitors

All those who come into contact with children through their everyday work, whether paid or voluntary, are responsible for their own actions or behaviour. You should avoid any contact which would lead any reasonable person to question your motivation and intention. At school, we all have a duty to safeguard and promote the welfare of our children.

We have a collection of Policies in place that make up our Safeguarding Suite. These include our Child Protection Policy, Behaviour & Rewards Policy, Anti Bullying Policy, Health & Safety Policy and our E-Safety Policy. These are all available to view on our school website and copies may be obtained upon request from the school office.

## DBS Checks

All staff, including supply staff and regular visitors are subject to Disclosure and Barring Service checks (Keeping Children Safe in Education 2015). This is to help ensure that unsuitable people are prevented from working with children. The school office staff will inform you as to whether or not you require a DBS check.

## Child Protection Concerns

The protection and safeguarding of our children is our highest priority. If, whilst working with a child, you become concerned about comments made by a child or marks or bruising on a child, please report these concerns to the child's class teacher who will then follow the school's safeguarding policy as required.

## Identity Badges

All visitors to school must wear their visitor badge received from the school office and their agency badge, if appropriate. Any adults without a badge will be challenged.



## Mobile Phones

In order to protect our children, we respectfully ask that you set your mobile phone to silent or preferably switch it off when in our school building.



## Photographic Equipment

Under **NO** circumstances should you use photographic equipment whilst at our school. This includes mobile devices. You **MUST** have prior permission and supervision to take photographs within our school.



## Smoking

We do not permit smoking anywhere on the school grounds.

## Health & Safety

Please ensure you report any accidents, incidents or hazards immediately to the school office.



We have a number of First Aiders on site, if you require First Aid, please contact the school office or speak to a member of staff.

We have a defibrillator on site. This can be found in the cupboard next to the Headteacher's Office.



**EXIT** If the fire alarm goes off, please leave the building immediately via your nearest emergency exit and meet at the Assembly Point on the school playground. Our staff will ensure the children get out of the building safely.

## Please follow our Code of Behaviour:-

- **Do** treat everyone with respect
- **Do** respect the confidentiality of all information you may be privy to
- **Do** provide an example you wish others to follow
- **Do** remember that someone else might misinterpret your actions, no matter how well intentioned
- **Do** plan activities so that they may involve more than one person or at least are in sight or hearing of others
- **Do not** jump to conclusions without checking the facts
- **Do not** make suggestive remarks, gestures or tell sexist/homophobic jokes
- **Do not** rely on your good name to protect you - it may not be enough
- **Do not** believe it couldn't happen to you

**IT COULD!**

## Prevent

The new Counter and Terrorism and Security Act 2015 places a legal duty on schools to *'have due regard to the need to prevent people from being drawn into terrorism'*.

All adults working in the school including visiting staff, volunteers, contractors and students on placement, are required to report instances where they believe a child may be at risk of harm to the Executive Headteacher/Single Point of Contact (SPOC) who is Sue Dymond.

The PREVENT Office can be contacted on 01606 362121 [prevent@cheshire.pnn.police.uk](mailto:prevent@cheshire.pnn.police.uk)