



## Safeguarding information for volunteers and visitors.

Wolsey House Primary School is committed to safeguarding and meeting the needs of our children and everyone within the school has a responsibility to ensure that all of our children are safe.

- Treat all children and adults with respect.
- **If you have any concerns about a child's health, welfare or safety, please refer to one of our DSLs (photographs are displayed in the foyer and staffroom and, for ease of identification, they wear red lanyards.) If a DSL cannot be located, report to the main office and a member of staff will find a DSL.**



- Should a child disclose anything to you, please use the school's record of concern sheet, which can be found in any classroom or the staffroom, and record the disclosure and hand it to a DSL immediately.
- Should you have any concerns which you feel that you can't report to the Headteacher, please call the **NSPCC's Whistle blowing helpline on 0800 028 0285**
- Conversations that you hear relating to children, other staff members or school business must remain confidential.
- Whilst in school, photographs of children on school premises should not be taken unless you have been given permission by the Headteacher or Deputy Headteacher. If you wish to use your mobile whilst in school, please use it in the staffroom or, if it is confidential, use the Deputy Head's office.
- For your own protection, you must ensure that if you are working with a child alone, that the door is always kept open and that you are visible to others. Please avoid all physical contact with children (this does not apply to medical professionals or professionals from social care undertaking their duties.)
- Unless you are employed to work with children, you must not discipline them under any circumstances. Any issues should be reported to a member of the teaching team to be dealt with appropriately in line with our behaviour policy.
- Do not give out your personal details to any children; any unprofessional contact with children (through a social networking site) may leave you vulnerable to an allegation of abuse made against you.
- Prevent Agenda – we have a duty to safeguard our children from radicalisation and extremism and to provide a safe place for children to discuss these issues so they better understand how to protect themselves.

On entry to our school, we ask that you confirm that you have read our visitor welcome and agree to abide by our safeguarding principles as set out above.