DBS certificates:

All staff, including supply staff, regular visitors and volunteers are subject to Disclosure and Barring Service (DBS) certificates. This is to help ensure that unsuitable people are prevented from working with or gaining access to children. Advice about DBS checks is available from the school office.

Please switch off all mobile devices including phones while you are in school.

We are committed to safeguarding and protecting children:

Designated Safeguarding Lead (DSL):

Mrs N Llewelyn- Cook- Headteacher

Deputy Designated Leads (DDSL):

Mrs S Smart

Mrs H Pugh

Mrs M Turner - Before and After School Club

Safeguarding Governor:

Mrs S Watts

Everyone has a responsibility to make sure that children within Two Gates Primary School are safe at all times.

PLEASE DO NOT:

Decide to do nothing or leave our school without telling anyone.

SAFEGUARDING INFORMATION for visitors & volunteers 2020 - 2021

Two Gates Primary School
Tamworth Road
Two Gates
Tamworth
B77 1EN

01827 213855

www.twogates.staffs.sch.uk

Safe Working at Two Gates

Volunteers and Visitors' Responsibility:

At Two Gates Primary we all have a duty to safeguard and promote the welfare of children.

All those who come into contact with children through their everyday work, whether paid or voluntary, are ***responsible for their own actions and behaviour***. You should avoid any interaction which would lead any reasonable person to question your motivation and intention.

Please follow our Behaviour Code:

- Treat everyone with **respect**
- Provide a good example and be a **positive role-model** by being respectful, fair and considerate to all.
- Treat all children **equally**; never build a special relationship or favour a particular child over others.
- Ensure that when working with individual children, the door is left open, or that **you can be visible** to others. (N.B. Volunteers should never be left alone with a child.)
- Do **not photograph** children, exchange emails, text messages & phone numbers or give out your own personal details.
- Do not **accept or give** gifts unless arranged through school.
- Only **touch children** for authorised professional reasons and when this is necessary.

- Do not ignore/permit **abusive** activities e.g. bullying, ridiculing.
- Do not play physical contact games, make inappropriate comments or have inappropriate banter with the children.
- Do not make **suggestive remarks**, gestures or tell sexist, racist or homophobic jokes.
- Do not **jump to conclusions** without checking facts.

Please remember:

- Be aware that someone else might ***misinterpret your actions***, no matter how well intentioned.
- Do not rely on your ***good name*** to protect you. It may not be enough.
- Do not believe it could not happen to you… **IT COULD!**

ALLEGATIONS

Any allegations should be reported to the Headteacher.

If the concerns are about the Headteacher please inform the Chair of Governors.

Disclosure of abuse by a child:

Whilst this can be an alarming situation, it is important that you know what to do in such a situation and that you ***stay calm and controlled***.

Listen to what is being said without displaying shock or disbelief. ***Accept*** what is being said.

Allow the child to talk freely, listen rather than ask direct questions.

Do ***not promise*** confidentiality but explain to the child that you have to tell the Headteacher in order that you can help them.

Re-assure the child that it is ***not their fault.***

Stress that it was ***right to tell.***

Report the disclosure to the DSL or DDSL without delay in person.

Be ***aware*** of your own feelings about abuse and find someone you can share your feelings with once the procedures have been completed.

Children's details and names must remain confidential and any discussion that you feel you need to undertake should not enable the child to be identified to anyone else.