

### **DBS certificates**

All staff, including supply staff, regular visitors and volunteers are required to provide Disclosure and Barring Service (DBS) certificates.

### **Visitor Badge/ID**

You will be given a visitor badge once you have signed in via the electronic system. If you have other official ID, this should also be visible. Please only enter classrooms if you are escorted by a member of staff or if a prior arrangement has been made. When you are ready to leave, please report to the school office to sign out and return your visitor badge.

### **Prevent**

We promote the British Values of democracy, rule of law, individual liberty, respect and tolerance and understand our responsibilities under Prevent.

### **Health & Safety**

As a visitor, you have a legal duty to care for the health and safety of yourself and others. Please report any concerns to the Headteacher immediately.

**Please switch off  
all mobile devices**

**We are committed to  
safeguarding and protecting  
children:**

Designated Safeguarding Lead (DSL):  
**Mrs N Llewelyn-Cook—Headteacher**

Deputy Designated Leads (DDSL):  
**Mrs M Arnold**  
**Mrs S Smart**  
**Mrs B Tonks**

Everyone has a responsibility to make sure that children within Two Gates Primary School are safe all times. If you have any concerns about a child please speak with a DSL

### **PLEASE DO NOT:**

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

# **SAFEGUARDING INFORMATION**

**for visitors & volunteers**

**2025 - 2026**



**Two Gates Primary School**

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***At Two Gates 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**, showing fairness and consideration 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.

**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 carefully to the child
- Reassure them that they are doing the right thing
- Tell the child that you will need to tell another member of the school staff. Never promise confidentiality
- If possible, make accurate notes; however, this should not impact on the child talking to you. It is important that they feel heard
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***Report the disclosure to the DSL, Nest Llewelyn-Cook or a DDSL, named above, 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.

**ALLEGATIONS**

If you have any concerns about the behavior of any adults in school these must be reported immediately to the Headteacher.

If the concerns are about the Headteacher please inform the Director of Education, Diedre Duignan.

**Emergency Procedures: Fire and Invacuation**

In the event of a fire, an alarm will sound. Please leave the building by the nearest exit and assemble on the playground. The person hosting you will take responsibility for escorting you to the fire assembly point.

If it is necessary to carry out an invacuation you will hear the intermittent ringing of the bell or whistle for a prolonged period. Make your way to the room you are working in and the person hosting you will direct you accordingly and will secure the room by closing all doors, windows, curtains and blinds. Leaders will indicate when the emergency has passed.