

Adults

If an Adult working or volunteering in the school, has any concerns or queries about any of the guidance below, they should seek advice from a senior leader immediately.

Adults Conduct

Adults are required to work in a professional way with children. Our Code of Conduct makes all adults aware of the procedures and protocols that must be adhered to in regards to:

- Physical intervention
- Any form of stereotyping
- Dealing with sensitive information
- Contacting children through private telephones (including texting, emailing, online chatrooms and social networking sites) is not permitted. Privacy filters should be used by adults with regard to their personal networking sites. Personal phones are not allowed to be used during school times.
- Disclosing personal details must not happen.
- Meeting pupils outside of school hours or duties is not permitted.

Confidentiality

Members of staff may have access to confidential information about pupils in order to undertake their responsibilities. In some circumstances the information may be highly sensitive. Confidential and personal information about pupils and their families must never be disclosed to anyone other than DSL or DDSL on a need-to-know basis. Pupil and staff/volunteer records are kept in a secure area only designated staff can access the information.

Safe Recruitment

When recruiting new staff at least one member of the interview panel will have successfully completed Safe Recruitment Training, and will be involved throughout all stages of the recruitment and selection process.

Designated Members of Staff

The designated members of staff keep child protection information and records secure, they offer advice and support to colleagues, pass concerns to the relevant authorities and liaise with outside agencies. The Designated Safeguarding Lead is Mrs McCallum, the deputy Designated Safeguarding Leads are Mrs Smith, Mrs Sim and Miss Owen. The H&S Lead is Miss Mercer.

Allegations against an Adult

Any concerns about an adults conduct should be passed to Mrs McCallum, Headteacher. If the concern is about the Headteacher, it should be reported to Mrs Latham, Chair of Governors. Further details are available on the school website and from the school office.

Single Central Record

The single central record holds information on all staff and visitors, including volunteers and contractors working in the school. Miss Mercer is responsible for the upkeep of the SCR and Mrs McCallum monitors it regularly, in-line with Ofsted requirements. The chair of Governors checks the SCR at least annually.

Pupils

Physical Contact and Restraint

Members of staff may have to make physical interventions with children. Members of staff must only do this where it is necessary to protect the child, or another person from danger and when the member of staff has received appropriate training.

Photographing Children

Every effort will be taken to allow parents/carers to take photographs and videos of their own children **after** any event, activities or performances have ended and other children are not in the area. Photographs and videos are not permitted during any school activity, event or performance either on or off school site, in order to ensure all safeguarding expectations are met. Other children can only be photographed and/or videoed if the parent/carer is present at the event and have given permission. There are restrictions on the use of images of children (e.g. data protection) and may be health and safety considerations. We adhere to the following guidelines:

- We seek written parental consent for the use of photographs and images for use by the school (including the school website and brochures) when a child joins the school.
- If visitors come to the school to make videos or take photographs for use outside the school, the school will seek specific parental consent.
- Staff should be sensitive to pupils who feel uncomfortable about being photographed.
- Children are not named in our publications.

Children with Special Educational Needs and Disabilities

We recognise that statistically, children with behavioural difficulties and disabilities are most vulnerable and will ensure that we ensure all activities are accessible and safe for all.

Online Safety

The school's Online Safety Policy is available on the school website and from the school office upon request.

Transporting Pupils

All transport to residential or trips will use approved transportation. In exceptional circumstances, school can only transport children in staff vehicles with specific insurance and with at least 2 members of staff unless emergency situations require otherwise.

Activities and Educational Visits

Staff and volunteers should take particular care when supervising pupils in the less formal atmosphere of an educational visit, particularly in a residential setting, or afterschool activity. Staff and volunteers remain in a position of trust and the same standards of conduct apply. The school has a policy on educational visits which forms part of this policy.

Visitors to School

Visitors are admitted on to the school site and must report immediately to the main reception desk, sign in and receive Visitor Badge.

Visitor has photo ID, driving license or passport and a valid DBS.

Visitor has no photo ID or DBS.

Visitor is able to have unsupervised access to the school.

Visitor must be supervised by a member of staff. Visitor must be made aware.

If a visitor does not have their relevant ID/checks, they must wait for a suitable member of staff is available to supervise access.

Personal mobile phones are not to be used on the school premises unless authorised by a member of SLT. Please ensure you read our policy on the use of mobile phones.

All visitors must sign in and wear the lanyard and badge. Green identifies you are DBS checked

Red signifies you must be accompanied without a DBS

If you have any concerns around the safeguarding of the children at Sacred Heart Catholic Primary School, or would like further information, please ask in the school office.

All visitors to our school are given a safeguarding leaflet and code of conduct for staff or visitors - by signing in they are agreeing to adhere to our school procedures.



**SACRED HEART
CATHOLIC PRIMARY
SCHOOL & NURSERY**

Safeguarding for Visitors & Volunteers

Sacred Heart Catholic Primary School and Nursery and its Governing body, fully recognise that they have a duty to ensure arrangements are in place for safeguarding and promoting the wellbeing of children (Section 175 of the Education Act 2002). We adhere to the Local Authority's Safeguarding Children Board Procedures. We recognise that all members of the school community, including volunteers and governors, will at all times play a full and active part in protecting our children from harm.

The following policies are linked to the information contained in this leaflet:

Safeguarding and Child Protection, Health and Safety, Attendance, Sex and Relationships Education, Safer Recruitment, Anti Bullying, Online Safety, Low Level Concerns, Behaviour & Relationship Policy, Staff Code of Conduct and Parent Code of Conduct and Whistle Blowing.

This leaflet outlines how we, as a school and community, intend to keep our children safe. The policies and guidelines are not intended to alienate parents/carers or visitors but ensure that the children in our school are safe at all times.

Entry and Exit from the School

- All visitors must report to the main reception office upon entering the school premises.
- Visitors must press the call button to gain entry. They must inform the receptionist who they are and state the reason for their visit.