

## Expectations

Everyone plays a part in keeping children safe whilst working or visiting our school. This is whether you are directly employed by the school or a visiting agency. It is also important that we take steps to keep ourselves safe.

All staff, including supply staff and regular visitors are subject to **enhanced Disclosure and Barring Service (DBS) checks.**

All visitors are required to sign in at the school office and wear a visitor identification badge at all times. Please sign out of the school at the school office and return the visitor badge upon departure.

In the event of a fire, please follow direction from staff members, leave by the nearest fire exit and assemble on the school playground.

There is a strict no smoking policy and mobile phone use is prohibited within the school when children are present.

To keep yourself and our children safe from possible allegations or significant harm, please follow this guidance.

## Please Do:

- ✓ Provide a good example and positive role model by behaving in a mature, respectful, safe, fair and considerate manner.
- ✓ **Treat all children equally-never build 'special' relationships or confer favour on particular children.**
- ✓ Always sign in and out at the school office and wear your visitor identification badge at all times.
- ✓ **Speak to the Designated Safeguarding Lead if you are concerned about a child.**
- ✓ Stay calm and listen if a child discloses potential abuse- do not judge or ask leading questions.
- ✓ **Record any disclosure immediately on a child protection form, with date, times (using child's own words) and sign it.**
- ✓ Feel confident that the information and concerns you provide about the child are treated seriously.
- ✓ **Reassure the child that they have done the right thing in telling you.**
- ✓ Tell the child that you have to tell someone else.
- ✓ **Always ensure that you pass on any concerns before you leave school for the day.**

## Please Note:

- Don't instigate physical contact with children on and off school grounds unless it is appropriate and an agreed part of your visit.
- **Don't respond to physical contact from children. If this occurs, or you have any other concerns about a child's behaviour then it should be reported to a member of staff.**
- Don't give personal information to any child (e.g. your name, address, phone number or email address)
- **Don't accept or respond positively to a child attempting to give you their personal details.**
- Don't take photographs of children unless given specific permission.
- Don't communicate with children on any form of social network.
- **Don't give a child a gift of any kind without seeking advice from a member of staff.**
- If a pupil discloses potential abuse to you do not promise confidentiality. Report it immediately to the Designated Safeguard Lead.



## Principles

No children should suffer harm either at home or at school.

Everyone who works in our school has a responsibility to make sure that our children are safe at all times

This leaflet has been created to help you to understand what is expected of you, either as a volunteer or a concerned adult. Please seek advice if you are unclear about any particular aspect of this leaflet or the child protection procedure.

For reference please keep this leaflet safe. If you are worried about the safety of any children in our school, you have a duty to report your concern to the Designated Safeguarding Lead.

Walton CEVC Primary School has a Child Protection and Safeguarding Policy. A copy is available on our website [www.waltonprimary.co.uk](http://www.waltonprimary.co.uk) or a paper copy is available free of charge from the school office.



**We are committed to safeguarding and meeting the needs of all the children at our school**

**Who should you contact?**

**Designated Safeguarding Lead**

**Mrs Heidi Padfield**

**Deputy Designated Leads**

**Mrs Cathy Woodroffe**

**Mrs Kate Tidmarsh**

**Designated Safeguarding Governor**

**Mrs Jo Dowden**

**Chair of Governors**

**Mr Nick Oliver**

**Walton CEVC Primary School**

## **Safeguarding Procedures for Visitors and Volunteers**



**September 2025-July 2026**

**Meadow Lane**

**Walton**

**Somerset**

**BA16 9LA**

**Tel: 01458 443675**

**Email: [Office@waltonprimary.co.uk](mailto:Office@waltonprimary.co.uk)**