

## Keeping Children Safe

We all play an important part in keeping children safe whilst working in or visiting the school site. This is whether you are directly employed by the school, or working as a contractor or sub-contractor, or a volunteer. We value you all, and thank you for following these vital procedures to keep all our children safe.

## Keeping Ourselves Safe

We must also take steps to keep ourselves safe.

Our actions can sometimes be perceived in a way that was not intended. We want to promote safe working practices for everyone on the school site, whatever your role.

To keep yourself safe please follow this advice.....

### **Remember...**

- ✓ To wear your visitors badge at all times
- ✓ To be aware that contact made outside of the school environment as a result of you coming into contact with a pupil whilst you are on a school site, may have an impact on your employment or visitation to the school.

✗ Any verbal or physical contact with pupils (this applies both on and off site) should be appropriate and a part of an agreed reason for your visit.

✗ Do not respond to verbal or physical contact from pupils. If this occurs or you have any other concerns about pupil behaviour, then report it to the member of staff who is working with you.

✗ Please do not give any personal information to any pupil, for example your address, telephone or mobile number, email address or personal websites.

✗ Do not take any photographs of children without prior consent. Please ensure that mobile phones are turned off whilst you are with children.

✗ Do not accept or respond to a pupil attempting to give you personal information, for example their address, telephone or mobile number, email address or personal websites. Do let a member of staff know if this has happened.

✗ Do not accept physical or verbal abuse from a pupil. DO NOT respond yourself, but report it immediately to a member of staff.

✗ Do not be in an unsupervised one to one situation with a pupil.

✓ Please, follow the advice in this leaflet and keep yourself and our pupils safe!

## **If a child discloses something of a personal nature to you:**

- Do not promise confidentiality.
- Do not ask leading questions.
- Do not investigate.

### **DO ...**

- Do Listen.
- Do reassure the child.
- Do tell them you will have to inform a senior member of staff / the Designated Safeguarding Officer.
- Do make a written account which you sign and date.

Always report your concerns to the member of staff who is working with you. They will report this to the Designated Person for Child Protection, therefore ensuring the child is safe and listened to.

All visitors and members of staff must recognise that the safety and well-being of children is our paramount concern.

Any safeguarding or child protection concerns must be reported to the Designated Safeguarding Officer.

### **Designated Safeguarding Officers**

**Designated Safeguarding Lead Officer**  
Mr Jim Funnell

**Deputy Designated Safeguarding Lead**  
Mr Tom Hodgson

**Safeguarding Governor**  
Mr Philip Mantell  
07855811862

**Remember if you are concerned about a child or young person, contact the MASH (Multi Agency Safeguarding Hub) 03451551071**

**Safeguarding is everyone's responsibility**

## **Safeguarding**

### **Visitor Information Summary**

#### **Protect yourself and children**

Don't use your mobile phone

Don't be alone with a child

Report any concerns to a member of staff

Read or ask about out safeguarding documents

The lead adult is Mr Jim Funnell, Head Teacher

Totnes St John's Primary School  
Pathfields  
Totnes  
TQ9 5TZ  
01803 864695

Email – [Admin.TSJ@acexcellence.co.uk](mailto:Admin.TSJ@acexcellence.co.uk)

[www.totnesstjohnsprimary.org](http://www.totnesstjohnsprimary.org)



## **SAFEGUARDING CHILDREN**



### **Guidance for adults visiting or working with Totnes St John's Primary School**

Welcome to Totnes St John's Primary School. Visitors bring worthwhile experiences to our pupils, which we hugely value and appreciate.

This leaflet provides some guidance on working safely with our pupils and tells you what to do if you have a concern about a student.

Please read it carefully and do not hesitate to ask if you require any further information.