

Acceptable Use of Technologies

Volunteers and visitors to Harnham Junior School are reminded about the acceptable use of technologies and communications including the use of social media. Under no circumstances should any Volunteer or visitor take photographs of children using their own equipment. Volunteers and visitors should only be taking photographs if a member of staff has asked them to do so and only using school equipment (staff have a list of children with/without parental permission for photographs). These photographs should not be taken in a 'one to one' situation. Visitors and Volunteers should not to make any comments on social media about any children, member of staff or the school. Adults should not 'Friend' any child on Social Media sites, such as Facebook.

Safeguarding Statement

At Harnham C of E Junior School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Harnham C of E Junior School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Key Contacts

The staff and governors at Harnham Junior School are committed to safeguarding and meeting the needs of all our children. The DSL and Deputy DSL are responsible for safeguarding in school.

Designated Safeguarding Lead (DSL): Miss Ruth Fletcher, Acting Headteacher

Deputy Lead (DDSL): Mrs Trish Winters, Acting Assistant Headteacher/SENCO

Governor with responsibility for safeguarding: Mrs Jeanne Ross

Chair of Governors: Revd Michael Camp

Designated Teacher for Looked After Children: Miss Ruth Fletcher, Acting Headteacher

The DSL and DDSLs can be contacted via the School:

Telephone: 01722 327218

Miss Fletcher, the DSL can also be emailed at: head@harnham-jun.wilts.sch.uk

If you believe a child is at **immediate risk** or significant harm or injury you **must** call the police on **999**.

Safeguarding Information for Volunteers and Visitors



Visitors and Volunteers to Harnham Junior School

All visitors are asked to sign in / sign out on the iPad at Reception. When signing in you are also acknowledging that you have read, understood and agreed to follow the key policies and documents and agree to follow the school policies and procedures.

Volunteers /and Visitors Responsibility

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 contact which would lead any responsible person to question your motivation and intention. At Harnham Junior School, we all have a duty to safeguard and promote the welfare of our children.

DBS certificates

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

Child Protection Procedures

As a visitor to our school, either as a helper, supply teacher or someone who has come to work with our children in any other capacity, it is important that you are aware of our Child Protection procedures. A copy of the Safeguarding and Child Protection Policy is available on the school website, the staff room wall or from the School office. Volunteers and Visitors should read this in conjunction with 'Keeping Children Safe in Education – Part 1'.

Identity Badges

All visitors to Harnham Junior School must wear their visitors' lanyards, received from Reception when signing in. Adults without a badge will be challenged.

What should I do if I am worried about a child?

If whilst working with a child you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in the child's behaviour or demeanour.

Please report these concerns to the class teacher, *who will pass the information on to the school's Designated Safeguarding Lead (DSL)*. If you find yourself in this situation it is important to follow the Dos and Don'ts on the facing page.

Allegations against a member of staff

You should report such allegations to the Acting Headteacher, Miss Fletcher.

Allegations against the Headteacher

You should report such allegations to the Chair of Governors.

How do I ensure my behaviour is always appropriate?

Adults should be a positive role model at all times. Be respectful, fair and considerate to all. Treat all children equally; never build a special relationship with a particular child above all others. When working one-to-one with children ensure that the door is left open, or that you can be visible to others. Do not photograph children (unless requested by the school staff, and only then using school equipment), exchange emails, text messages, and phone numbers or give out your own personal details. Do not receive or give gifts unless arranged through school. If a child is upset or in need of comfort then common sense should be applied so as to ensure the wellbeing and safety of the child and also the adult.

What should I do if a child discloses that they s/he is being harmed?

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

DO:

- **create a safe environment by offering** the child a private and safe place if possible.
- **stay calm** and reassure the child and stress that he/she is not to blame.
- **tell** the child that you know how difficult it must have been to confide in you.
- **listen carefully**.
- use the **'tell me', 'explain', 'describe'** and/or mirroring strategy.
- **tell** the child what you are going to do next.
- **tell only the Designated or Deputy Safeguarding Lead**.
- **record** in detail using the Welfare Concern Record without delay, using the child's own words where possible.

DO NOT:

- take photographs of any injuries.
- postpone or delay the opportunity for the pupil to talk.
- take notes while the pupil is speaking.
- ask the pupil to write an account.
- interview the pupil and try to investigate the allegation yourself.
- ask another adult to witness the disclosure.
- promise confidentiality e.g. say you will keep 'the secret'.
- approach or inform the alleged abuser.