

Safeguarding Children and Child Protection

Guidelines for Supply Staff and Volunteers



St Helens
Safeguarding Children
Partnership

This leaflet contains important and sensitive information.

Introduction

As a visitor to our school, it is important that you are aware of the Safeguarding procedures which are linked to our overall school culture. Safeguarding in our school ensures that the child is always at the heart of everything we do. We want to make sure that we create a safe, respectful, and inclusive environment for all pupils, staff, and visitors so that everyone feels welcome in our school and has a pleasant and enjoyable visit.

Visitors

All visitors are required to sign in upon arrival and wear a visitors badge throughout their stay in school.

Please always remain with staff and hand your visitors badge back into reception when you sign out and leave.

Parents arriving at school for a prearranged meeting or emergency will also follow the visiting procedure.

Fire and emergency evacuation:

If the fire alarm sounds, a continuous ring, please leave the building immediately following the emergency exit signs to the assembly point directed to you by a member of staff.

First Aid:

All accidents regardless of severity need to be reported to a First Aider. Staff will inform you of the first aider where you are based. All accidents will be logged in the accident book.

Access to the Internet:

All users of the school systems and Wi-Fi must comply with the Acceptable Use of ICT policy. Please ask the Head of Provision

Visitor Toilets:

Should you need a comfort break whilst you are visiting a staff member will be happy to direct you to our adult facilities where you are based, or you can ask at Reception for directions.

Keeping everyone safe within our school

Every part of our school has a Head of Provision/ Designated Safeguarding Lead (DSL) and deputies who are always available to discuss safeguarding and child protection concerns.

It is important that **everyone** who visits our school is aware of their responsibilities towards making sure that all children are safe.

As a visitor to our school, we would like you to remember the following:

If you are working in a 1:1 situation with a student, we must have received confirmation that all the necessary safeguarding checks have been completed including an Enhanced DBS disclosure.

You must not have any physical contact with any student.

You must never exchange personal contact details with a student or arrange to meet them outside of the school environment or connect with them via social media.

Mobile Phones Smart Watches and Camera's

The use of cameras and taking photographs is not permitted unless prior permission has been sought and granted.

If you are wearing a smartwatch or fitness tracker, then you must adhere to the following:

All functionality which allows notifications or calls, texts, and applications other than that associated with tracking personal fitness or health must be turned off before you enter the main school building.

Online Safety:

The internet and related technologies provide wonderful opportunities for creativity, learning and communication; however, our setting recognises that there are also risks associated with this, including: sexual grooming, abuse and exploitation, cyberbullying, and exposure to inappropriate material.

Online Safety is viewed as part of our school's safeguarding role and responsibility through our filtering and monitoring systems which all staff are aware of.

Indicators of Abuse

Child Abuse can present in many ways; there may be physical evidence, such as: marks, bruises, or weight loss. Or there may be behavioural evidence, such as: reluctance to change for P.E, becoming aggressive or withdrawn, or a change in normal behaviour.

Immediately inform the Designated Safeguarding Lead in the school

The DSL will decide on what action is most appropriate and whether the child should be referred to Early Help or Specialist Children's Services. To help them decide this, they may consult with the MASH Team or TESSA Team following a discussion with the Safeguarding Manager.

Disclosures

What to do if a child starts to disclose significant harm

- **Listen**
- **Tell the child** you need to tell the HOS / DSL. Explain that you have to make sure the child is safe and need to ask other adults to help you to do this.
- **DO NOT** question the child it is not your place to investigate.
- When the child is finished, make accurate notes of what the child has said in their own words.
Write down notes, including the date and time of the disclosure and sign them; record as much as you can remember, using the child's own words.

What to do if you are worried about a member of staff

If you are worried about the conduct of a member of staff, staff, including supply staff, volunteers or contractors, you must report this immediately to the Headteacher (Michael Power) or the Deputy Headteacher (Andrew Ford).

If you are worried about the conduct of the Headteacher you must report this to the Chair of Governors.

When an allegation is made against a member of staff, the Headteacher / Chair of Governors must consult with the Local Authority Designated Officer (LADO) who will help to determine how the matter is to be investigated.

Preventative work in the classroom

Preventative work in PSHE equips children with essential knowledge and skills to recognise potential dangers and empowers children to protect themselves and navigate challenges confidently, both online and offline.

Low Level Concerns

We are committed to creating a secure and supportive environment for everyone in our school, including visitors. To ensure this, we have clear procedures for addressing any concerns, no matter how minor they may seem.

What is a low-level concern?

A low-level concern is any behaviour or incident that does not meet the threshold for serious harm or abuse but still raises doubts about the well-being of our children or staff. This can include but is not limited to.

- Inappropriate comments or jokes
- Unprofessional conduct
- Boundary violations
- Language or conduct that makes someone feel uncomfortable.
- Any behaviour that does not align with the school's Code of Conduct.

Examples

A visitor making overly personal comments to a pupil.

A visitor entering restricted areas without permission.

Inappropriate use of phone or camera

Any behaviour that doesn't feel right or unusual no matter how minor.

How to report a low-level concern

Do not ignore it: Trust your instincts, if something feels wrong it is better to report it.

Provide details: Be as specific as possible about what you saw or heard, including the time, location and who was involved.

Confidentiality: Your report will be handled confidentially and sensitively.

Why reporting a low-level concern is important.

Prevents escalation of inappropriate behaviour.

Maintains a safe and respectful environment for all.

Ensures minor issues are dealt with promptly and effectively.

We are committed to fostering an environment where everyone feels safe and valued.

Unacceptable Behaviour

To ensure a safe, respectful, and conducive environment for everyone, we ask all visitors adhere to the following guidelines:

Respectful Conduct

Verbal abuse: Any form of verbal abuse or offensive language towards staff, pupils or other visitors is strictly prohibited.

Threatening Behaviour: Threats, intimidation, or any form of harassment will not be tolerated.

Physical Conduct

Violence or aggression: Physical aggression, including pushing, hitting or any other form of violence is unacceptable.

Respect for Property

Damage to Property: Deliberate damage to school property of the belongings of others is strictly prohibited.

Theft: Taking anything that does not belong to you without permission is not allowed.

General Conduct

Inappropriate Attire: Wearing clothing with offensive or inappropriate messages is not acceptable.

Loitering: Remaining on the premises without a clear purpose or appointment is not allowed.

Substance Control

Drugs and Alcohol: The use, possession, or distribution of illegal substances or alcohol on school grounds is strictly forbidden.

Smoking: Smoking including the use of E-Cigarettes or vaping devices is not allowed on school premises.

Privacy and Confidentiality

Privacy violation – sharing confidential information about a child without proper authorisation.

Confidentiality Breach: Sharing or seeking confidential information about pupils, staff or school operations without authorisation is prohibited.

Thank you for your cooperation in maintaining a positive and respectful environment within our school. Your support helps us to ensure the safety and wellbeing of everyone in our school community. Please see below our Senior Leadership and Safeguarding Team.

Alternative Education Safeguarding Team:

Mr M. Power (Headteacher Alternative Provision Service)

Mr A. Ford (Deputy Headteacher Alternative Provision Service)

Mrs K. Crook (Safeguarding & Pastoral Manager/DSL)

Mrs C. Dawson (SENDCO)

Mr R. Vaughan (Head of Provision for Tuition Services)

Mrs T. Harvey (Head of Provision for Launchpad KS4 and Alternative Education)

Mr A. Ford (Deputy Headteacher also Head of Provision for KS3 & Day 6 Base)

Mr S. Toole (Head of Provision for PACE)