

DBS certificates

All staff, including supply staff, regular visitors and volunteers are required to provide Disclosure and Barring Service (DBS) certificates.

Visitor Badge/ID

You will be given a visitor badge once you have signed in via the electronic system. If you have other official ID, this should also be visible. Please only enter classrooms if you are escorted by a member of staff or if a prior arrangement has been made. When you are ready to leave, please report to the school office to sign out and return your visitor badge.

Prevent

We promote the British Values of democracy, rule of law, individual liberty, respect and tolerance and understand our responsibilities under Prevent.

Health & Safety

As a visitor, you have a legal duty to care for the health and safety of yourself and others. Please report any concerns to the Headteacher immediately.

**Please switch off
all mobile devices**

We are committed to safeguarding and protecting children:

Designated Safeguarding Lead (DSL):

Richard Osborne—Headteacher

Annie Griffiths—Strategic Lead for Safeguarding and Vulnerable Children

Deputy Designated Leads (DDSL):

Vicki Eccles

Jayne Tanner

Annia Pegg

Gemma Coton

Safeguarding Advocate:

Mr G Astle

Everyone has a responsibility to make sure that children within Coton Green Primary School are safe all times. If you have any concerns about a child please speak with a DSL

PLEASE DO NOT:

Decide to do nothing or leave our school without telling anyone.

SAFEGUARDING INFORMATION

for visitors & volunteers

2024- 2025



**Coton Green
Primary School**

Coton Green Primary School

Kipling Rise
Tamworth
Staffordshire
B79 8LX

[\(01827\) 337456](tel:01827337456)



At Coton Green we all have a duty to safeguard and promote the welfare of children.

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 interaction which would lead any reasonable person to question your motivation and intention.

Please follow our Behaviour Code:

- Treat everyone with **respect**, showing fairness and consideration to all
- Treat all children **equally**; never build a special relationship or favour a particular child over others.
- Ensure that when working with individual children, the door is left open, or that **you can be visible** to others. (N.B. Volunteers should never be left alone with a child.)
- Do **not photograph** children, exchange emails, text messages & phone numbers or give out your own personal details.
- Do not **accept or give** gifts unless arranged through school.
- Only **touch children** for authorised professional reasons and when this is necessary.
- Do not ignore/permit **abusive** activities e.g. bullying, ridiculing.

- Do not play physical contact games, make inappropriate comments or have inappropriate banter with the children.
- Do not make **suggestive remarks**, gestures or tell sexist, racist or homophobic jokes.
- Do not **jump to conclusions** without checking facts.

Disclosure of abuse by a child:

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

- Listen carefully to the child
- Reassure them that they are doing the right thing
- Tell the child that you will need to tell another member of the school staff. Never promise confidentiality
- If possible, make accurate notes; however, this should not impact on the child talking to you. It is important that they feel heard
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Report the disclosure to the DSL, Mr Richard Osborne or a DDSL, named above, without delay in person.

Be **aware** of your own feelings about abuse and find someone you can share your feelings with once the procedures have been completed.

Children's details and names must remain confidential and any discussion that you feel you need to undertake should not enable the child to be identified to anyone else.

ALLEGATIONS

If you have any concerns about the behavior of any adults in school these must be reported immediately to the Headteacher.

If the concerns are about the Headteacher please inform the Director of Education, Anna Balson.

Emergency Procedures: Fire and Invacuation

In the event of a fire, an alarm will sound. Please leave the building by the nearest exit and assemble on the playground. The person hosting you will take responsibility for escorting you to the fire assembly point.

If it is necessary to carry out an invacuation you will hear the intermittent ringing of the bell or whistle for a prolonged period. Make your way to the room you are working in and the person hosting you will direct you accordingly and will secure the room by closing all doors, windows, curtains and blinds. Leaders will indicate when the emergency has passed.