

Safeguarding children.

While working at Holbrook Primary School, you have a duty of care at all times towards the children here. This means that at all times you should act in a way that is consistent with their safety and welfare.

In addition, if at any time you have a concern about a child or young person, particularly if you think that they may be at risk of abuse or neglect, it is your responsibility to share that concern with the class teacher who will report it to the DSL (Zoe Dudley) if necessary.

This is not an exhaustive list but you may become concerned as a result of:

- Observing a physical injury, which you think may have been non-accidental.
- Observing something in the appearance of a child or young person which suggests they are not being sufficiently well cared for.
- Observing behaviour that leads you to be concerned about a child or young person.
- A child or young person telling you that they have been subjected to some form of abuse.

The school has a policy on safeguarding children and young people which you can find by speaking to Debbie Bissaker in the office.



Code of conduct

For visitors and volunteers at Holbrook Primary School

Welcome to Holbrook Primary School.

We believe that it is important for you to know clearly your roles and responsibilities whilst working with children. As a visitor, or helper in the school, you may attract a great deal of attention and be seen as a role model. It is therefore important that you consider your own conduct carefully and be aware of certain school procedures. Some of these are detailed below.

Before you begin working with the children, a member of staff will discuss what you intend to speak about to ensure that it is appropriate to the age and maturity of the children. Your DBS status will also be checked in order to safeguard the children.

Our school rules are:

- Try your hardest
- Respect others and school property
- Aspire to be your best everyday
- Co-operate—work and play well together
- Kindness and caring.

In addition, each class creates a class charter which will be visible in all classrooms. If you are concerned about the behaviour of any children, please bring it to the attention of the class teacher or learning support assistant who will use the school rewards and sanctions as set out in our behaviour policy.

Expectations:

- Sign in and out and wear a visitors badge whilst in the school.
- Respect all children and treat them equally regardless of racial origin, religion, culture or gender.
- Make yourself aware of the fire procedures and your nearest fire exit. A leaflet is available.
- Speak to the children in a way they can understand.
- Be positive and smiley.
- Wear appropriate clothing for working with children.

Please refrain from:

- Smoking in the school or school grounds.
- Physical contact with children.
- Being alone with a child.
- Taking photographs of children unless under the instructions of the class teacher and using the school camera.
- Promoting any religious or political beliefs.
- Administering any First Aid to children—send them to the school office if they need treatment.
- Offering any child confidentiality—ask them to speak to a member of staff.