

- Do not receive or give gifts unless arranged through the school

VOLUNTEER/VISITORS RESPONSIBILITY

All those who come in contact with children through their everyday work whether paid or voluntary are responsible for their own actions and behaviour.

Please follow our Code of Conduct:

- Treat everyone with respect
- Be an example you wish others to follow
- Respect a child's right to personal privacy
- Act as an appropriate role model

Please DO Not:

- Jump to conclusions without checking facts
- Permit abusive activities e.g. bullying
- Play physical contact games
- Sexist remarks, gestures or tell sexist/homophobic jokes

This is a Safeguarding School

At Holy Trinity school we have a duty to safeguard and promote the welfare of children.

DBS CHECKS

All staff, supply staff, regular visitors and volunteers are subject to a DBS (Disclosure & Barring Service) check.

IDENTITY BADGES

All visitors within Holy Trinity Church of England Primary School must wear either their visitors badge received from the office or their agency/school identity badge. Any adult without a badge will be challenged.

SAFE WORKING WITHIN OUR SCHOOL

- Be respectful, fair and considerate to all
- Treat all children equally
- Do not use your mobile phone in classrooms or with children present
- Do not photograph children, exchange emails, text messages, phone numbers or give out your personal details



Holy Trinity Church of England Primary School

To be the best we can be: for God, for others and for ourselves

Safeguarding Procedures

An information leaflet for volunteers and visitors to Holy Trinity Church of England Primary School

WORRIED ABOUT A CHILD?

Abuse, be it physical, sexual, emotional or neglect can have a damaging effect on a child's health, education, attainment and emotional well being.

If whilst working with a child you become concerned about:

- Comment made by a child
- Marks or bruising on a child
- Changes in a child's behaviour

Then please report these concerns to the class teacher or the school's Safeguarding Team.

DISCLOSURE OF ABUSE BY CHILD

- Listen and accept what is being said without displaying shock or disbelief
- Re-assure the child without making promises
- Explain you must tell an appropriate adult
- Record details of the disclosure

It is important to remember that children's names and details are kept confidential and any discussions you feel you need to undertake does not allow the children to be identified to anyone else.

ALLEGATIONS

Any allegations about a member of staff should be reported to the Headteacher. Details of your concerns should be recorded, signed and dated on an Incident sheet.

If the concerns are about the Headteacher then please inform the Chair of Governors and make a whistleblowing complaint.

All details should be kept confidential.

Every child has the right to be safe and it is our duty to safeguard children from any form of harm.

Holy Trinity Church of England Primary School

Manchester Road

Southport

PR9 9AZ

Phone: 01704 538366

Email: office@LDST.org.uk

Safeguarding Team

The named Child Protection Leads:

Linda Thompson (Headteacher)

Designated Safeguarding Lead (DSL)



Helen Daniels (Deputy Headteacher)

Deputy Designated Safeguarding Lead (DDSL)



Jude Rankin (Learning Mentor)

Deputy Designated Safeguarding Lead (DDSL)



Jenny Morrell (Senior Leader)

Deputy Designated Safeguarding Lead (DDSL)



Alex Hitchen (SENCo Senior Leader)

Deputy Designated Safeguarding Lead (DDSL)



Father Neil Brunskill

Deputy Designated Safeguarding Lead (DDSL)

