

## Volunteers & Visitors—

### What are your responsibilities?

Everyone who comes into contact with children, whether paid or voluntary are responsible for their own actions and behaviour.

You should avoid any contact which would lead any reasonable person to question your motivation and intention.

At St Mary's & St Benedict's RC Primary School we all have a duty to safeguard and promote the welfare of all our children.

## Allegations

- Any allegation should be reported immediately to the Headteacher.
- If the concerns are about the Headteacher, please inform the Chair of Governors or any other nominated safeguarding teacher/governor.

## Every Child Matters

Everyone has a responsibility to make sure that pupils within SMSB are safe.

Please do NOT:

- Decide to do nothing or
- Leave the premises without telling a DSL or DDSL. All information, including names and photographs are on display in the entrance of the Junior building.

St Mary's & St Benedict's RC  
Primary School

Brownedge Lane  
Bamber Bridge  
PR5 6TA  
Phone: 01772 336650

## Information for visitors & supply staff



**St Mary's &  
St Benedict's**  
RC Primary School

## Worried about a child?

Whilst this can be an alarming situation, it is important that you know what to do in such an eventuality.

Abuse (physical, sexual, emotional) or neglect can have a damaging effect upon a child's health, education, attainment and emotional wellbeing.

Changes in a child's behaviour may not necessarily indicate a child is suffering abuse or neglect. However, if whilst working with a child you become concerned, please report these concerns to the class teacher immediately.

## Disclosures by a child

Whilst this can be an alarming situation, it is important that you know what to do in such an eventuality.

- Stay calm and controlled; listen to what is said without showing shock or disbelief.
- Accept what is being said.
- Allow the child to talk freely, listen rather than direct by asking questions.
- Reassure but do not make promises you cannot keep.
- Explain that you will talk to their teacher / Headteacher so that they can help.
- Do not ask leading questions or interrogate.
- Stress that talking was the right thing to do

At St Mary's & St Benedict's RC Primary School, we are committed to safeguarding and promoting children's welfare. We expect EVERYONE to share this commitment.

- Provide a good example and be a positive role model.
- Treat all children equally, never build a special relationship or favour a particular child above others.
- Ensure when working with individual children that you are visible to others.
- Do not photograph children (unless express permission has been sought and granted) or exchange any personal information.
- Do not receive or give gifts unless arranged through the school.
- Only touch children for professional reasons and IF this is absolutely necessary and appropriate for the child's well-being and safety.

- ⇒ Do treat everyone with respect;
- ⇒ Do provide an example you wish others to follow;
- ⇒ Do plan activities so that they may involve more than one person or at least in the sight of others;
- ⇒ Do respect a child's right to personal privacy;
- ⇒ Do allow children the facility to identify behaviour they feel uncomfortable with;
- ⇒ Do remember that someone else may misinterpret your actions however well intentioned;
- ⇒ Do not play physical games, make inappropriate comments or have inappropriate banter with children;
- ⇒ Do not jump to conclusions without checking facts;
- ⇒ Do not believe it could not happen to you... **it could!**