

Be a good role model to our pupils by being respectful, fair and considerate of others.

Remember that some children may have learning styles or Special Educational Needs that you may not be able to see. We expect that any adult in school is professional and respectful at all times.

If, on the very rare occasion that children do not behave in the way we expect, please ask another adult for support.

When working with a pupil ensure you are visible to others.

The class teacher will inform you if any of the children you are working with need extra support. This information is confidential

The attainment, behaviour or information regarding a pupil is confidential and should only be discussed with members of our school staff.

Fire/Emergency Procedures

Any person discovering a fire must:

- Operate the nearest fire alarm.

(The fire service will be called immediately by dialling "999" using the nearest telephone, when appropriate)

On hearing the fire signal:

- When in class, the order to evacuate will be given by the teacher, who will indicate the route to be followed.
- When not in class, form a single file and move to the **school field** using the **nearest** fire exit (you do not need to take the children back to their class first).
- At all times act quietly and calmly.
- Do not stop to collect your personal belongings.

FIRST AID:

If a child (or adult) requires first aid, please contact a member of staff who will contact the first aiders

St Benedict's Catholic Primary School



Volunteer and Visitor Guidance

At St Benedict's Catholic Primary School, we take very seriously our moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued. We will act quickly and follow our procedures if we feel that children are not being respected or valued.

When you arrive on site:

- 1) Read the Safeguarding Principals given to you
- 2) Sign and date the Safeguarding principals document
- 3) Sign in
- 4) Add your sticker with photograph to the lanyard, given to you by Reception
- 5) Read this document and ask the Admin team if you have any questions
- 6) Stay in the Reception area until you are under the supervision of a member of staff

What to do if a child discloses they might be subject to abuse:

• React calmly

* Listen carefully to the child, particularly what is said spontaneously.

- Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety.
- Do not ask leading questions or make judgements. Clarify and check your concern if you feel that you are not sure, by using, for example, "tell (T), explain (E), describe (D)" but as soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries. Only trained investigators should question a child.
- Reassure the child that they are doing the right thing. Record carefully, what the child says in their own words including how and when the account was given. This must then be dated and signed and immediately passed to one of the Safeguarding Team.

Safeguarding team :

Designated Safeguarding Lead Hannah McGuire (Head)

Deputy Safeguarding Lead : Catherine McBride (Deputy)

If neither are available pass concerns to the class teacher.

REMEMBER...if in doubt...askPlease do not leave our school without telling someone or doing something.

Types of harm

We all have a responsibility to keep children (under the age of 18) safe, both at home and in school.

Harm is identified in four ways:

Physical - when a child is deliberately hurt or injured.

Sexual - when a child is influenced or forced to take part in a sexual activity. This can be a physical activity of no-physical, e.g. being made to look at an inappropriate image.

Emotional - when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence.

Neglect - when a child is not being taken care of by their parents/ guardians. It can be poor hygiene, poor diet, not keeping appointments for additional support, not co

Whistle blowing:

If you have concerns about a member of staff and their conduct toward a pupil or staff member, please tell the headteacher immediately. If you do not think that your concerns are being taken seriously, please contact the Chair of Governors Lucy Maudsley (lmaudsley@stbenedicts.cheshire.sch.uk)



St Benedict's Catholic Primary School

“As unique individuals we do our best at work and play for the love of God and others”

We hope you enjoy your visit.

Please note: all our policies are available on the school website. Paper copies are available on request.