



## **Safeguarding Code of Conduct – Children & Young People**

### **CHILD PROTECTION ADVICE FOR VISITORS TO SCHOOLS & CHILDREN'S SETTINGS (INCLUDING CONTRACTED STAFF AND VOLUNTEER HELPERS)**

Designated Safeguarding Lead for Iver Heath Junior School: Mrs. Elaine Anglin

Deputy Designated Safeguarding Leads for Iver Heath Junior School:

Mrs. Louise Collins & Miss. Linsey Ryan

Inclusion Manager: Mrs. Louise Collins

Senior Lead Teacher: Mrs. Leigh Ruffell

Senior Lead Teacher: Miss. Linsey Ryan

For further information regarding safeguarding please see any of the people named above or the notice board in the staffroom and please note our Mobile Phone Policy

## **Introduction**

**“All children have the right to grow up safe from harm.”  
“No child should suffer harm, either at home or at school”**

**At Iver Heath Junior School safeguarding our children is everyone’s responsibility.**

Buckinghamshire Council is determined that everyone who visits or works in our schools and children’s settings (such as a children’s home) are aware of their responsibility to make sure that all our children and young people are safe.

We think that you, as a visitor to a school or children’s setting, will want to know what is expected of you. Please ask the Headteacher, Service Head or other designated member of staff if you are not clear about anything when visiting a school/children’s setting. The Headteacher/Manager will let you know the name of the teacher responsible for “Child Protection” at the school.

Please remember: if you are worried about the safety of any young person in a school you must report this concern to the teacher / staff member responsible for “Child Protection” or the Headteacher / Service Head.

## **Getting to know children in a school or children’s setting**

Depending on the role you are carrying out, you may get to know some of the children whilst visiting or temporarily working at a school/setting. Children often perceive adults, and especially familiar ones, as being trustworthy. To protect yourself and children you should remember the following:

- You should never be alone in a room with a child, but if, unexpectedly, that does happen, make sure that the door is open.
- If you find that a child deliberately seeks to talk to you on a regular basis, you should let your immediate supervisor know.
- Never touch a child – unless there is immediate danger.
- Never exchange phone numbers or agree to contact a child whom you have met through your contracted work at school.
- Keep a record of the times and dates of any unplanned contact with children and let the teacher / staff member responsible for “Child Protection” have a copy.

## **Knowing if a child is being harmed**

If you are visiting or working in a school / children's setting for business reasons you are very unlikely to be engaged in any conversations with children. If however the purpose of your visit is to work with children you may find that conversations with them result in concerns about their safety.

Young people will sometimes tell an adult if they are being harmed. They might tell you, for example, that their Mum had hit them, or that they are very frightened of their Granddad when he is drunk. They could tell you that they are being bullied at school, or even that an adult in the school was treating them badly. It is also possible that you might notice something that made you think a child might be being harmed at school / children's setting.

If you think that a child may be being harmed, you must not keep it a secret, even if the child asks you to do so. You have a duty to pass the information on to protect the child in the future. You will not get into trouble if you do pass the information on.

## **Action if you are worried a child is being harmed**

If you are worried a child may be being harmed, you must:

- Tell the teacher / staff member responsible for "Child Protection" at the school / children's setting as soon as you can. If you cannot find that teacher / staff member tell the Head teacher / Service Head and your supervisor. If none of these people are available, please phone the teacher / staff member responsible for "Child Protection" the following day.
- Write down the things that are worrying you, including the child's name (if you know it) or as good a description as you can give of the child.
- Where a child told you that s/he is being harmed, write down exactly what s/he said. Write your name and the date at the bottom of any statement. Give the statement to the teacher / staff member responsible for "Child Protection" at the school / children's setting.
- Do not make any attempt to investigate matters yourself or pass on your concerns to anyone other than the designated people for "Child Protection" at the school / children's setting.

PLEASE KEEP A COPY OF THIS CODE WITH YOU AT ALL TIMES WHEN VISITING A SCHOOL / CHILDREN'S SETTING. PLEASE READ THE CODE BEFORE VISITING A SCHOOL / CHILDREN'S SETTING.

This Code of Conduct was developed in consultation with Buckinghamshire Council Safeguarding in Education Team

Signed copy to be retained by visitor/contractor/volunteer where appropriate

Visitor/Contractor/Volunteer signature	
Date	