

E-Safety & Acceptable Use

All visitors and volunteers are required to adhere to the school's Acceptable Use Policy to maintain a secure environment

- **Mobile Technology:**
Devices must be switched off and stored away from areas where children are present
- **Digital Integrity:**
Visitors must not download inappropriate material or open unknown attachments
- **Social Media:**
Professional boundaries must be maintained; do not refer to pupils or staff on social networking sites
- **Imagery:**
Do not take photographs or videos of pupils unless explicitly directed by staff
- **Contact Information:**
Personal email addresses or phone numbers must never be shared with past or present



Emergency Procedures

- **Fire Safety:**
If the alarm sounds, cease all activity and exit via the nearest route to the playground
- **Registration:**
Wait for the register to be taken; do not re-enter the building until authorized by the Headteacher
- **Testing:**
Note that the fire alarm is tested every Friday at 8:00 am

Storth C of E Primary School

Headteacher: Mr Simon Brabant
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Safeguarding Information for

Visitors & Volunteers
Storth C of E Primary School

"Every Child Matters"

At Storth C of E Primary School, we hold a statutory duty to safeguard and promote the welfare of **EVERY**

Identity & Clearance



● **Identity Badges:**

All visitors must sign in at Reception and wear the provided badge visibly at all times. Staff will challenge any adult not wearing a badge.

● **DBS Checks:**

Regular visitors and volunteers are subject to Disclosure and Barring Service (DBS) checks to ensure suitability for working with children.

● **Transparency:** Plan activities so they are within sight or hearing of other adults

Code of Behaviour (The "Dos")

● **Respect:**

Treat every individual with dignity and respect

● **Role Modelling:**

Act as an appropriate role model at all times

● **Privacy:**

Respect every child's right to privacy

Conduct & Risk Management



Professional Boundaries (The "Don'ts")

To protect both the children and your professional reputation, you must adhere to the following prohibitions:

● **Do Not** permit abusive activities, including bullying or ridicule

● **Do Not** engage in inappropriate verbal banter or make suggestive remarks

● **Do Not** tell sexist, racist, or homophobic jokes

● **Do Not** jump to conclusions without verifying facts

● **Warning:**

Do not assume safeguarding incidents cannot happen to you. **They can.**

Never rely solely on your "good name"

If you are concerned about a child's behaviour, physical marks (such as bruising), or comments, report this to the class teacher immediately Do not leave the premises until you have spoken to a member of staff

Safeguarding Protocols



Protocol for Disclosure

If a child discloses information regarding potential abuse, you must remain calm and controlled

Listen

Allow the child to speak freely without interruption or interrogation

Professional Honesty

Do not promise confidentiality. Explain that you must inform a teacher or the Headteacher to ensure their safety

Reassure

Confirm that it was right to tell and that the situation is not their fault

Record

Document the disclosure immediately, using the child's exact words. Sign and date the record

Report

Deliver the written record to the Headteacher Simon Brabant (Designated Safeguarding Lead) immediately.