

**Please read this
leaflet carefully
before entering
our school.**

All visitors to the school are required
to sign in and out and wear a visitors
badge at all times.

**SWAFFHAM PRIOR C OF E
PRIMARY SCHOOL WORK
TOGETHER TO KEEP OUR
CHILDREN SAFE**

Pass on all concerns to:

Mrs Helen Bartley

Head Teacher

OR

Mrs Donia Mercer

Assistant Head Teacher

**Cambridgeshire Local Safeguarding
Children Board**

*[http://
cambridgeshirescb.proceduresonline.com/](http://cambridgeshirescb.proceduresonline.com/)*

Cambridgeshire Direct Contact Centre

for advice: 0345 045 5203

Emergency Duty Team (out of hours):

01733 234724

**Station Road
Swaffham Prior
Cambridge
CB25 0LG**

Telephone: 01638 741529

**Email:
office@swaffhamprior.cambs.sch.uk**



**SAFEGUARDING
FOR
VOLUNTEERS
AND NON-
EDUCATIONAL
VISITORS**

WHY HAVE I BEEN GIVEN THIS LEAFLET ?

We work hard to make sure that children feel safe in our school. This means that they are trusting of the adults they come into contact with here. As a result you could find that a child may tell you something about themselves that cause concern.

WHAT IS SAFEGUARDING?

Safeguarding covers all aspects of keeping children safe in our school.

WHAT DO I NEED TO DO?

Unless you are a permanent member of staff you should never take photographs of children anywhere on the school site with a mobile phone, personal camera or video equipment.

Do not touch, hug or be overly affectionate with the children as this can be misconstrued.

There will be certain events where photography/ video will be allowed and these will be authorized by the Head Teacher, e.g., sports day, assembly, school plays.

WHAT ELSE DO I NEED TO KNOW?

You should ensure you act as a role model. We do not tolerate swearing, inappropriate language, inappropriate dress or behaviour.

All staff and visitors are expected to treat each other and the children with respect and to behave in a professional manner.

WHAT SHOULD I DO IF A CHILD SAYS SOMETHING TO ME THAT CAUSES CONCERN?

If a child begins to tell you about something that is happening to them, you should:

- Tell them that you want to make sure they are safe.
- Never promise to keep a secret. Tell them you will have to pass on what they tell you to the Head Teacher.
- Listen carefully. **DO NOT** ask any questions.
 - **REPORT IT IMMEDIATELY** to the Head Teacher/Deputy Head Teacher
- Fill in a Child Protection Log of concern form with the Head Teacher or Deputy Head Teacher - forms found in the staffroom
- Never talk about what you have been told with **ANYONE** else including other staff members.

WHAT SORT OF THINGS SHOULD I REPORT?

If a child says things such as:

- Someone hit me at home or hurts me
- Someone touched me where they shouldn't

This list is not exhaustive. Report any concerns immediately.

Please remember that such cases are quite rare and you may never have a child disclose something to you, but it is important you know what to do, should a child disclose something to you.

Our designated child protection teachers are:

Mrs Helen Bartley

Mrs Donia Mercer

Our Safe-guarding Governor is

Mrs Sandra Gynn

FIRE EVACUATION NOTICE AND HEALTH AND SAFETY

If the fire alarm sounds please leave the building by the nearest exit.

The assembly point is located at the far end of the field near the car park

If you discover a fire, please operate the nearest Break-Glass unit.

If you are working with a child, take them with you to the nearest exit and on to the assembly point and report to a member of staff.

THANK YOU