

## How do I ensure my behaviour is always appropriate?

Please ask a member of the Senior Leadership Team for school guidance regarding Safer Working Practice. The Guidance for Safer Working Practices (May 2019). This publication can be found on Safer Recruitment Consortium website .

## Health and Safety

On arrival in school you will be asked to sign in and present ID. If you will be working without a member of staff present (for example agency workers) you will be asked to provide a DBS and a letter from your employing organisation to say all the necessary safeguarding checks are in place. Please do not be offended, this is in the interest of protecting our young people. You will also be asked to wear a visitor's lanyard whilst in school.

## In Case of Fire

In the unlikely event of the fire alarm sounding, please evacuate the school and proceed to the assembly point at the rear of the playground. Please exit by the nearest doors as directed by a member of school staff.

## Contacts

The school has a Child Protection Policy and a copy is available on the school website: [www.aldbury.herts.sch.uk](http://www.aldbury.herts.sch.uk)

In line with this, regardless of the source of harm, you **MUST** report your concern.

### Head Teacher and Designated Safeguarding Lead (DSL):

Miss J Moore

### Your Deputy DSL is:

Miss E Vardy or Mrs E Adams

Contact your DSL/DDSL via the school office.

### Your chair of Governors is:

Mrs G Ledward - contactable at [GLedward@aldbury.herts.sch.uk](mailto:GLedward@aldbury.herts.sch.uk)



**ALDBURY CHURCH OF  
ENGLAND PRIMARY AND  
NURSERY SCHOOL**



## Safeguarding Guide

**FOR VISITORS, VOLUNTEERS  
AND CONTRACTORS**



Follow the QR code to be taken to the Safeguarding page of the school website with further links to relevant policies and information.

Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

providing a safe environment, identifying children and young people who are suffering or likely to suffer significant harm and taking appropriate action.

This leaflet has been given to you to make sure you understand what is expected of you. Please seek advice from your **Designated Safeguarding Lead** for Child Protection. If you are unclear about anything in this leaflet and keep it in a safe place.

## When and what might I be concerned about

At any time, you may be concerned about information which suggests a child is being neglected or experiencing physical, emotional or sexual harm.

You may observe physical signs, notice changes in the child's behaviour or presentation, pick up signs of emotional distress or have a child disclose a harmful experience to you.

## What should I do if the alleged abuser is a member of the school staff / volunteer?

If your concern is about a staff member or volunteer, you should report this to the Head Teacher. If your concern is about the Head Teacher, you should report such allegations to the Chair of Governors. Contact details can be found on the back of this leaflet.

## Harm to a child can be caused by:

A parent/carer  
A family member/friend  
Another child  
A stranger  
A member of staff/volunteer

## What should I do if a child discloses that s/he is being harmed?

### 1. Listen

Listen carefully to what is being said to you, do not interrupt.

### 2. Reassure

Reassure the pupil that it is not their fault. Stress that it was the right thing to tell. Be calm, attentive and non-judgemental. Do not promise to keep what is said a secret. Ask non-leading questions (TED) to clarify if necessary:

**Tell me more...**  
**Explain that to me...**  
**Describe what happened...**

Then follow the steps in the flowchart to the right.



## What must I do?

Recognise your concern



Respond - inform your DSL/Deputy DSL **without delay** (or Head Teacher/Chair of Governors where appropriate)



Make a written record (using the child's own words), sign and date it.



Pass the record to the DSL/Deputy DSL (where appropriate)