

### Safe working at Herrick Primary School

- Provide a good example and be a positive role model by being respectful, fair and considerate to all.
- Treat all children equally, never build a 'special relationship' or favour a particular child above others.
- Ensure that when working with individual children, that the door is left open, or that you are visible to others.
- Do not photograph children (unless requested by school staff), exchange emails, text messages, phone numbers or give out your own personal details.
- Do not receive or give gifts unless arranged through the school.
- Only touch children when this is necessary and appropriate for the child's well being and safety.

### Allegations

- Any allegations should be reported to the Headteacher Umesh Patel.
- If the concerns are about the Headteacher please inform the Chair of Governors, Steve Martin.

### Designated Safeguarding Leads

We are committed to safeguarding and meeting the needs of all our children. To this end 3 members of our Senior Leadership Team have received Designated Safeguarding Lead Training. Our Assistant Headteacher, Arzu Aydin has overall responsibility for safeguarding within the school.

#### DSL TRAINED STAFF

Arzu Aydin—DSL/ Assistant Headteacher  
Umesh Patel—Headteacher/Deputy DSL  
Shani Kaur— Assistant Headteacher/Deputy DSL

**Everyone has a responsibility to make sure  
that children at Herrick Primary  
School are safe.**

#### PLEASE ALWAYS:

**Report any child concerns to our Designated  
Safeguarding Leads**

**Thank You**

## Herrick Primary School

### Safeguarding Procedures

A guide for Visitors and  
Volunteers

**SEPTEMBER 2024-25**

**Herrick  
Primary School**



**To give each and everyone a chance**

**Herrick Primary School**

**Lockerbie Avenue**

**Leicester LE4 7NJ**

## Visitors/Volunteers Responsibility

All those who come into contact with children through their everyday work whether paid or voluntary are responsible for their own actions and behaviour. You should avoid any contact which would lead any reasonable person to question your motivation and intention. At Herrick Primary School we all have a duty to safeguard and promote the welfare of our children.

### DBS Certificate

All staff including supply staff, regular visitors and volunteers are subject to Disclosure and Barring Service (DBS) certificates. This is to help ensure that unsuitable people are prevented from working with children. Advice about DBS certificates is available from the school office.

### Worried about a child

Abuse (physical, sexual, emotional) or neglect can have a damaging effect on a child's health, educational attainment and emotional well-being. Some changes in a child's behaviour may not necessarily indicate that a child is suffering abuse or neglect. However, if whilst working with a child you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in a child's behaviour

Please report these concerns to the school's Designated Safeguarding Lead or Deputy Designated Safeguarding Lead

## Identity Badges

All visitors within Herrick Primary School must either wear their visitors badge received from Reception or their agency/school's identity badge. Any adults without a badge will be challenged.

### Please follow our code of behaviour

- Do** treat everyone with respect
- Do** remember that someone else might misinterpret your actions, no matter how well intentioned
- Do** plan activities so that they may involve more than one person or at least are in sight or hearing of others
- Do** respect a child's right to personal privacy
- Do** act as an appropriate role model
- Do** provide access for children and adults to feel comfortable enough to point out attitudes and behaviours they do not like, and try to provide a caring atmosphere
- Do** not jump to conclusions without checking facts
- Do** not permit abusive activities e.g. bullying or ridiculing
- Do** not play physical contact games, make inappropriate comments or have inappropriate conversations with the children
- Do** not make suggestive remarks, gestures or tell sexist, racist or homophobic jokes
- Do** not rely on your good name to protect you. It may not be enough
- Do** not believe it could not happen to you. **It could.**

## Disclosure of abuse by a child

Whilst this can be an alarming situation, it is important that you know what to do in such an eventuality and for you to be able to stay calm and controlled.

- Listen to what is being said without displaying shock or disbelief. Accept what is being said.
- Allow the child to talk freely, listen rather than ask direct questions.
- Reassure the child that you will listen to them but do not promise to keep what they tell you a secret.
- Do not interrogate the child or ask leading questions. Reassure the child that it is not their fault.
- Stress that it was right to tell.
- Make them aware that their disclosure will be reported only to those that need to know and can help.
- Record details of the disclosure immediately, including wherever possible the exact words or phrases used by the child. Sign and date the record.
- Report your concerns and give your written record to the DSL/Deputy DSL to enable the matter to be dealt with in the most appropriate way.
- It is important to remember that children's details and names must remain confidential and any discussion that you feel you need to undertake does not allow the child to be identified to anyone else.