

**SAFEGUARDING CHILDREN  
Child protection Advice for  
Volunteers and Visitors**

Chapel Street Primary School warmly welcomes you.

We hope this leaflet will provide all the information you need to make your visit enjoyable and safe. As a school we are committed to safeguarding and meeting the needs of children and we hope this leaflet will provide some useful advice and Information when working with children at Chapel Street Primary School.

**What are my responsibilities as a volunteer or visitor?**

All those who come into contact with children through their everyday work, whether paid or voluntary, have a duty to safeguard and promote the welfare of children.

**Disclosure and Barring Checks**

All volunteers who work with children will require an enhanced Disclosure and Barring Certificate. This is to help ensure that unsuitable people are prevented from working with children. Applications are completed online. Please ask at the school office for an instruction leaflet and advice on which documentation is necessary for you to present for the check to be completed.

Chapel Street Primary School's Safeguarding Policy is located in the policy folder in the staff room and you can view this policy at any time. If you need to request a copy please see the office staff.

**What should I do if I am worried about a child?**

If whilst working with a child you become concerned about:-

1. Comments being made by a child
2. Marks or bruising on a child
3. Changes in the child's behaviour or Demeanour

Please report these concerns to the class teacher, who, if they feel it is appropriate, will pass the information on to the school's Designated Safeguarding Lead.

Record details of any disclosure from a child immediately. Use the exact words or phrases used by the child. Forms for the recording of information of this nature are available and should be completed and returned to the Designated Safeguarding Lead to enable the matter to be dealt with in the most appropriate way.

**What should I do if the alleged abuser is a member of the school staff?**

You should report such allegations to the Designated Safeguarding Officer.

**What should I do if the alleged abuser is the Designated Safeguarding Officer?**

You should report such allegations to a Senior Leadership member of staff, who will notify the Chair of Governors and Local Authority Designated Officer.

**For further advice contact the  
NSPCC Whistleblowing Advice Line**

**Call 0800 028 0285**

**Email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)**

**How do I ensure that my behaviour is always appropriate?**

As a volunteer you may well be working closely with children, sometimes on a one to one basis. Avoid physical contact with children unless you are preventing them from immediately harming themselves or others. If you are working with a pupil on his/her own, always ensure that the door is left open or that you can be visible to others. We ask that visitors turn mobile phones off on arrival and refrain from using them on site. If you do need to use them, do so in an area that is not accessed by children, this includes corridors.

## **FIRE PRECAUTIONS**

In the event of a fire alarm sounding continuously at any time, you must leave the building immediately using the nearest exit. There are Fire Exit Plans in every room to inform you of your nearest exit. Take time to ensure that you know where to go. The Assembly Point is on the field at the back of the school.

## **FIRST AID**

In the event of an accident, please advise a member of staff who will enlist the help of a trained first aider. If you have a medical condition which you would like us to be aware of, so that we can offer some help should it be necessary, please inform a member of the office staff. If you have an accident, a form must be completed by the first aider treating you.

## **PERSONAL SECURITY**

Please make sure you sign in and out using the screen in the main office entrance and wear your visitors badge at all times. Please keep your valuables with you at all times.

This leaflet has been given to you to make sure that you understand what is expected of you. Please ask the office staff if you are unclear about anything in it. Please keep this leaflet in a safe place so that you can read it again if you need to.

### **Safeguarding is of the utmost importance to us.**

If you have any concerns that a child is being harmed or is at risk of harm, or if you receive a disclosure from a child, you must contact the following staff immediately:



**Ella Hughes** – Headteacher & Designated Safeguarding Lead



**Karen Pilling** – Deputy Head & Designated Safeguarding Lead



**Suzanne Powell** – Family Work Coordinator and Deputy Designated Safeguarding Lead



**Chapel Street**  
Community Primary School

*“Making a difference and achieving excellence for every child”*

## **Safeguarding and Health & Safety Advice For Visitors & Volunteers**

Chapel Street Community Primary School  
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Levenshulme  
Manchester  
M19 3GH  
0161 224 1269  
[admin@chapelstreet.manchester.sch.uk](mailto:admin@chapelstreet.manchester.sch.uk)  
Headteacher: Mrs E Hughes