



Volunteer & Visitor Responsibilities

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 or intention. At Cyril Jackson Primary School we all have a duty to safeguard and promote the welfare of all our children.

Please follow our code of behaviour by: -

- Treating everyone with respect.
- Providing an example you wish to be followed.
- Respecting a child's right to personal privacy.
- Acting as an appropriate role model.
- Providing access for children and adults to feel comfortable enough to point out attitudes and behaviours that they do not like, and try to provide a caring atmosphere.
- Not permitting abusive activities e.g. bullying.
- Not playing physical contact games, make inappropriate comments with the children.
- Being aware that that it could happen to you.

DBS Checks

All staff, including supply staff, regular visitors and regular volunteers, are subject to Criminal Record Bureau (DBS) checks (Keeping Children Safe in Education). This is to help ensure that unsuitable people are prevented from working with children. DBS forms and advice are available from the school office.

Signing In

Infrequent visitors will be asked to sign in at the Main Reception in the signing in book and on the electronic screen as a 'New Visitor'. By doing this you agree to comply with the Child Protection Procedures within Cyril Jackson Primary School and follow our code of behaviour.

Identity Badges & Lanyards

All visitors within Cyril Jackson Primary School must wear their visitors badge at all times which will be received from the Main Office. Any adult who cannot be identified or is walking around without a badge will be challenged by staff in accordance with our child protection policy.

Concerns about a child

Abuse (physical, sexual, emotional) or neglect can have a damaging effect on a child's health, educational attainment and emotional wellbeing. Some change in a child's behaviour may not necessarily indicate that they are suffering from abuse or neglect. In some cases, those changes may be symptoms of a hidden disability, undiagnosed medical condition or changes in medication.

If, whilst working with a child, you become concerned about any of the following: -

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

Please report these concerns to a member of staff who will pass the information onto one of the schools Designated Child Protection Officers, if deemed appropriate.



Disclosure of abuse by a child

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

Please remember: -

- Listen to what is being said without displaying shock or disbelief.
- Allow the child to talk freely.
- Listen rather than ask direct questions.
- Reassure the child but do not make promises that might not be possible to keep.
- Do not promise confidentiality, but explain to the child that you have to tell the proper member of staff in order to help them.
- Do not interrogate the child or ask leading questions.
- Reassure the child that it is not their fault.
- Stress that they did the right thing by telling someone.
- Make them aware that their disclosure will be reported only to those who need to know.
- Record details of the disclosure immediately, including wherever possible exact words or phrases used by the child - sign and date this record.
- Report your concerns and give your written record to one of the Designated Safeguarding Officers to ensure the matter is dealt with in the most appropriate way.
- Be aware of your own feelings about abuse and find someone you can share your feelings with once the procedures have been completed.

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.

Safe working within Cyril Jackson Primary School....

- Provide a good example and be a positive role model by being respectful, fair and considerate to all.
- Treat all children equally.
- Ensure that, when working with individual children, the door is left open or that you can be visible to others.
- Do not photograph the children (unless you are requested to by school staff).
- Do not exchange email addresses, phone numbers or any other form of personal communication with pupils or give out your own personal details.
- Do not receive or give gifts unless arranged through the school.

Cyril Jackson Primary School has very clear procedures for reporting, this can be found in the Safeguarding Policy on the school website.

In cases where there is a concern or allegation against an adult who works with children, you must contact a senior manager at Cyril Jackson immediately and the Local Authority Designated Officer (LADO) within 1 working day. For further advice, you can contact.

Tower Hamlets LADO

Who to contact ...

If you are concerned about a pupil it is your duty to share your concern and immediately tell office staff at the Main Reception who will call one of our designated safeguarding officers as below.



Gillian Kemp
Executive Head



Hodo Dirir
Head of School



Sarah Cobb
Deputy Head



Mark Ripper
Pastoral Care



Jesslyn Holman
Assistant Head



Aysha Islam
UKS2 Phase



Rukeya Begum
Home School
Worker



Lipi Islam
Home School
Worker



Welcome to Cyril Jackson Primary School

SAFEGUARDING PROCEDURES

FOR VOLUNTEERS, SUPPLY STAFF
AND ALL VISITORS



Inspiring minds through opportunity

www.cyriljackson.towerhamlets.sch.uk