



Earlham Primary School,
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Safeguarding Advice for Staff, Volunteers and Visitors

This leaflet is designed to help parents, carers, volunteers and visitors to our school understand the expected behaviour around our children in order to ensure their safety and wellbeing.

Welcome to Earlham Primary School. We hope that your visit is a comfortable and enjoyable experience.

As a school we are committed to promoting the safeguarding and wellbeing of every pupil.

Our aim is to provide a safe and secure environment for our pupils, staff, volunteers and visitors.

Safeguarding and Child Protection

Safeguarding is the action we take to promote the welfare of children in our care and to protect them from harm and we take this very seriously.

Child protection promotes the rights and welfare of all children. All schools have designated Child Protection Members of Staff.

Designated Child Protection Members of Staff are responsible for dealing with concerns which may arise. For more details please request a copy of our Child Protection and Safeguarding policies from the school office.

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

Should you have a Child Protection concern, please ensure that this is reported to the main school office immediately so that they may inform a Designated Member of Staff for Child Protection.

Our Designated Lead is Stuart Chatterton

What are my responsibilities?

Parents, carers, visitors and volunteers coming on to our school premises, including the playground and inside the buildings, have a duty of care towards the welfare and safety of the children and staff.

Visitors

All visitors will be issued with a badge which should be worn and visible at all times.

Please remember to sign out and return your visitors badge to the main school office before leaving the premises, even if you are due to return to the school again on the same day.

Enhanced Disclosures

All staff and regular volunteers will require a Disclosure and Barring Service Enhanced Certificate. This is to help ensure that unsuitable people are prevented from working with young people.

If you do not have a Disclosure and Barring Service Enhanced Certificate, you are not allowed to work unsupervised with our pupils.

Mobile Telephones

All parents, carers, volunteers and visitors to our school are expected to follow our mobile phone policy whilst on the premises. We kindly ask that you do not use your mobile telephone phones at all while at school.

How do I ensure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect.

If you are working with a child on a 1:1 basis always ensure that the door is left open or that you can be visible to others.

Please do not photograph the children, unless requested to by the class teacher.

Any unprofessional contact with pupils may leave you vulnerable to an allegation of abuse being made against you.

This leaflet has been given to you to make sure you understand what is expected of you when you visit Earlham Primary School. Please ask to speak a designated Child Protection Member of Staff if you are unclear about anything in it, and keep the leaflet in a safe place.