

## **Use of Technology**

We recognise that technology is a valuable tool and part of everyday life. In school however, there are a few guidelines that will keep our children safe:

- Images of the children or staff cannot be taken unless directed by a staff member (a school device will be provided) School devices and internet facilities cannot be used for personal use.
- When supporting children using the internet, please be vigilant and immediately report any unsuitable material to the class teacher.

## **Conduct**

All visitors are asked to remember that our children are young and impressionable. Visitors must therefore need to maintain a high standard of personal conduct at all times.

## **Non - Smoking Site**

Please may we remind you that this is a non - smoking site and anyone requiring a cigarette break should walk well away from the school gate.

## **Security**

If you need to store personal belongings please ask a member of staff, who will try and help you. However, the school takes no responsibility for any loss or damage whilst on the school site.

## **First Aid**

- First port of call is the class teacher or Learning Support Assistant who may then ask you to escort the child to the school office where first aid will be administered by the First Aiders.

### **Paediatric First Aiders**

Miss Lang  
Mrs Pass  
Miss Bailey

### **Appointed Persons: First Aid**

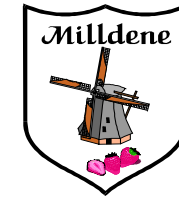
Mrs Whyburd  
Mrs Hickman  
Mrs Merry-Lidbury

## **Keeping Children Safe**

We all have a part to play in keeping children safe whilst working or visiting our school.

## **IN THE EVENT OF A FIRE**

The fire alarm is a continuous bell. If it sounds, leave the building and go to the playground.



## **MILLDENE PRIMARY SCHOOL**

### **Good practice guide for parent helpers, volunteers and visitors**

## **Welcome**

**This leaflet is designed to give you some guidance on working with our children and**

**the measures we have in place to protect the children and you during your visit to our school**

### **Designated Safeguarding Lead**

**Mrs Locke - Headteacher**

**Miss Almond - Deputy Headteacher**

### **Our Safeguarding Governor is:**

**Ms S Threadgold**

## School Ethos

Our school is committed to keeping children safe and aims to:

Create a culture of vigilance where the welfare of our pupils is promoted and where timely and appropriate safeguarding action is taken;

Establish and maintain an environment where pupils feel safe and secure, are encouraged to talk and are listened to.

## Behaviour and Respect

Please provide a good example and positive role model to pupils.

Behave in a mature, respectful, safe, fair and considered manner.

Treat all children with respect, in the same way that you would expect them to treat you.

Never make remarks or jokes to a pupil of a personal, sexual, racist, discriminatory or intimidating nature.

Encourage children to be respectful of each other too.

## Things to remember

### DO:

Wear your visitor's badge at all times;

Listen carefully;

Make accurate notes using the child's words, date, sign and print name;

Inform the designated person for child protection;

Tell the child that they have done right by telling you.

### Don't:

Ask leading questions;

Use your own words to describe events;

Investigate;

Promise confidentiality.

## Confidentiality

Please respect the confidentiality of the children and adults you are working with.

We expect anybody who works in the school not to discuss the personal issues of the young people and families that they are trying to support and nurture. Should a child discuss an issue with you that you feel the school needs to know about please contact the Headteacher. Never agree to speak to a child 'in confidence' since it is a promise you may not be able to keep. This is in accordance with Local Authority Child Protection Guidelines.

The progress/difficulties of individual children must not be discussed with others outside school, including a child's parents, even if it is a positive comment you are giving. If another parent does approach you or enquire about their child, please refer them to the class teacher. Always report any concern you have about a child or member of staff to the Headteacher or another senior member of staff. Never speak directly to a child's parents.

It is school policy that school issues are not posted on social networking sites - we ask you to respect the same policy.