

Code of Conduct

Remember:

- Provide a positive role model to young people
- Dress appropriately ensuring your clothing is not likely to be viewed as offensive or revealing
- Treat all members of the school's community with respect and tolerance
- Work with children so that you are visible by a member of the school staff
- Respect a child's privacy and dignity
- Always be able to justify any physical contact you have with a young person
- Always report any situations that arise that you may feel may give rise to a complaint or misunderstanding in respect of your own actions

Never:

- Photograph a child without the school's permission
- Never use your personal mobile phone in areas used by young people
- Ignore inappropriate behaviours towards children either by other children or adults
- Share personal details with a child
- Meet or contact the child out of school including by text, email, Facebook or other social media or give a child a lift home
- Discuss the school, children or adults working within the school on social media
- Make inappropriate comments to a child including racist, homophobic, sexist or sexualised comments
- Give gifts to a young person (unless part of the school's agreed rewards policy or with the agreement of your line manager) or show them preferential treatment

Key Safeguarding Staff:

Designated Safeguarding Leads: Mr Tom Preswich (Headteacher) and Mrs Alia Zakir

Deputy Designated Safeguarding Leads: Mrs Sam Esty, Miss Pippa Cail and Mr Alistair Crockett

Tel: 02086786530

**Jubilee Primary School & Children's Centre
Tulse Hill, London, SW2 2JE**

**Headteacher: Mr T Prestwich
Deputy Head: Miss P Cail
Deputy Head: Mrs S Esty**

**T: 020 8678 6530
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Jubilee Primary School

Safeguarding Information

All visitors must read this information



Safeguarding Guidance for Visitors and Volunteers

Jubilee Primary School has robust safeguarding procedures in place throughout the school to protect children and to promote their welfare. Staff, governors, volunteers and visitors are expected to adhere to these procedures at all times to maintain a vigilant and safe environment.

Signing in

All volunteers and visitors must sign in at reception and wear the visitor's ID badge provided. Visitors/volunteers will be given a copy of the Safeguarding Guidance and asked to sign it to show they have read and understood safeguarding procedures. A copy of the signed form will be stored electronically.

DBS checks

Visitors and volunteers working with or looking after children on an unsupervised basis will be asked to provide a valid enhanced DBS certificate and photo ID. For visitors and volunteers not working with children (or working with children under supervision only) an enhanced DBS certificate may be obtained at the discretion of the school.

Continued

Photography/mobile phone use

No visitors are allowed to take or record images of the children at any time without express permission of a member of the Senior Leadership Team. Visitors and volunteers must not use mobile phones whilst around the children.

Concerns about child welfare

Safeguarding is everyone's responsibility and visitors and volunteers have a role to play in identifying concerns, sharing information and taking prompt action. Child welfare concerns include but are not limited to neglect, physical abuse, emotional abuse, sexual abuse, peer on peer abuse, female genital mutilation (FGM) and exposure to serious violence/crime, radicalisation or extremism.

If you have concerns about a child's welfare or well being or have a concern about the behaviour of any adult within the school towards a child:

Discuss your concerns without delay with the Designated Safeguarding Lead or the Headteacher or a member of the safeguarding team (see overleaf).

Remember it is important to share your concerns even if you are unsure.

Anyone can make a referral to Lambeth Children's Services (Tel: 020 7926 5555).

The Local Authority Designated Officer (L.A.D.O.) for managing allegations against staff can be contacted on 020 7926 8508.

If a child makes a disclosure to you

- Avoid being shocked or embarrassed.
- Listen to the child without interrupting them.
- Do not promise to keep a secret.
- Do not ask the child any leading questions.
- Reassure them that 'it is not their fault and they have done the right thing to tell you'.
- Immediately following the disclosure, report your concerns to the Designated Safeguarding Lead (see below) and write down what the child said using the child's own words and phrases. Sign and date this document and hand it to the Designated Safeguarding Lead.
- Consider how best to manage your own feelings.
- Following reporting your concerns remember that the disclosure and the child's identity should remain confidential.

