

**Please read this
leaflet carefully
before entering
our school.**

Pass on all concerns to:

Sarah Cullen (Headteacher)

Julie Carlile, (Family Support Worker)

Julie Harrison, (Assistant Head Teach-

er) Megan Carter (SENCO) or Colleen

Horlock (SENCO)

Cambridgeshire & Peterborough Safe-

guarding Children partnership Board



Cherry Road, Wisbech

Cambs, PE13 3NP

Sarah Cullen Headteacher

Phone: 01945 583 799

E-mail: office@orchards.cambs.sch.uk

www.orchards.cambs.sch.uk

www.facebook.com/OrchardsPrimarySchool



Safeguarding for volunteers and visitors



ORCHARDS C OF E
ACADEMY

WORKING TOGETHER TO
KEEP OUR CHILDREN SAFE.

Tel: 01945 583 799

Email: office@orchards.cambs.sch.uk

www.orchards.cambs.sch.uk

www.facebook.com/OrchardsPrimarySchool

Safeguarding for volunteers and visitors

WHY HAVE I BEEN GIVEN THIS LEAFLET?

We work hard to make sure that children feel safe in our school. This means that they are trusting of the adults they come in contact with here. As a result you could find that a child may tell you something about themselves that causes concern.

WHAT IS SAFEGUARDING?

Safeguarding covers all aspects of keeping children safe in our school.

WHAT DO I NEED TO DO?

Unless you are a permanent member of staff you should never take photographs of children anywhere on the school site with a mobile phone, personal camera or video equipment.

Do not touch, hug or be overly affectionate with the children as this can be misconstrued.

There will be certain events where photography/video will be allowed and these will be authorised by the Headteacher, e.g. sports Day, class assemblies, school plays, church services, etc.

WHAT ELSE DO I NEED TO KNOW?

You should ensure that you act as a role model. We do not tolerate swearing, inappropriate language, inappropriate dress or behavior.

All staff and visitors are expected to treat each other and the children with respect and to behave in a professional manner.

WHAT SHOULD I DO IF A CHILD SAYS SOMETHING TO ME THAT CAUSES CONCERN?

If a child begins to tell you something that is happening to them you should:

- Tell them that you want to make sure they are safe.
- Never promise to keep a secret. Tell them that you will have to pass on what they tell you to the Headteacher.
- Listen carefully. **DO NOT** ask any questions.
- **REPORT IT IMMEDIATELY** to the Headteacher or another designated person in school (listed on the next page).
- Fill in a Log Of Concern form with the Headteacher or another designated person (listed on the next page).
- Never talk about what you have been told with **ANYONE** else including other staff members.

WHAT SORTS OF THINGS SHOULD I REPORT?

If a child says things such as:

- Someone hit me at home or hurts me.
- Someone touched me where they shouldn't

**This list is not exhaustive.
Report any concerns immediately.**

Please remember that such cases are quite rare and you may never have a child disclose something to you, but it is important that you know what to do, should a child disclose something to you.

OUR DESIGNATED PERSONS FOR CHILD PROTECTION ARE:

Lead designated person:

Sarah Cullen Headteacher

Or in their absence:

Julie Carlile

Julie Harrison

Megan Carter

Collen Horlock

FIRE EVACUATION NOTICE AND HEALTH & SAFETY

If a fire alarm sounds, please leave the building by the nearest exit, if you are working with a child please take them with you. Locate a member of staff who will direct you to the nearest assembly point.

If you discover a fire, please operate the nearest Break-Glass unit.

Thank you.