

**Key staff at Hiltingbury Junior School  
involved in the Child Protection Process:**

**Avoiding vulnerable situations**

Discuss with the class teacher a suitable place to undertake the work you are doing. It is always best to be in an open place especially if you are working one to one with a child.

**Whistle blowing**

If you see any adult (whatever their role in the school) behaving in a manner that is inappropriate or you think puts a child at risk, then you must report this to a member of staff immediately.

**Further information**

The school has a more detailed child protection policy on request or on the school website. The behaviour policy can also be found on the school website.

**Designated Safeguard Leads:**



Zoe Loosemore



Vik Batten

**Deputy Safeguarding Lead:**



Charlotte Hartley

**Remember—If you have any doubts,  
worries or concerns then it is always best  
to talk to a member of staff.**

**CHILD PROTECTION  
GUIDELINES FOR  
VOLUNTEERS AND VISITORS**



**HILTINGBURY JUNIOR  
SCHOOL**

## Guidelines for working with children at Hiltingbury Junior School

Children are at the heart of all that we do here at Hiltingbury Junior School. We are committed to undertaking all measures to protect the children in our school. This includes making rigorous checks to ensure potential abusers do not have access to the school.

As a volunteer or visitor we value the time and energy you have decided to put into supporting the exciting and challenging learning experiences we provide for our pupils. However it is important that you are aware and understand the code by which we expect you to conduct yourself while working with our pupils.

These guidelines have been produced to help you stay safe and keep our pupils safe.

### Photography and use of phones, cameras, smartwatches etc.

You will not be asked to photograph a child at any point during your visit. Please ensure mobile devices are not used during your visit under any circumstances. If you are a contractor and need to take photos, please ask permission before you do so. A member of staff will check your photos before you leave the premises.

## Coloured Lanyards

If we have proof that you hold an Enhanced DBS check which is less than 3 years old, we will give you a green lanyard to wear whilst you are on our site. If not, you will be given a red lanyard and you will be supervised by a member of school staff during your visit.

## Code of Conduct

As an adult we look to set an example for the children in how we conduct ourselves and talk to each other. If you are unsure, observe how the class teacher interacts with the children, this will give you a good idea of what is appropriate. If you have any further questions or queries then please talk to the class teacher. Some general guidelines would be to avoid unnecessary physical contact with children, or conversations of an over familiar or sexual nature. It would also include language which could be considered as offensive, racist or abusive.

If you have any questions regarding what is appropriate dress code for working with children, then please do not hesitate to ask.

We know that occasionally adults may make a mistake or have an error of judgement in the way they dealt with a pupil. If you feel that this has happened to you then please report it immediately to the class teacher, Deputy Headteacher or Headteacher.

If a child behaves in an inappropriate or over familiar manner towards you or towards other pupils in either what they do or what they say, it is important to report the incident to the class teacher you are working with immediately.

If a child discloses some information about something they have experienced that causes you concern then report the incident immediately to the class teacher, Deputy Headteacher or Headteacher. Do not try to 'lead' the child by asking further questions or commenting upon what they have said. Listen to what they say and don't make any promises about keeping a secret. Do explain to the child what is going to happen next.

If you are not sure about the severity of the information disclosed then it is always better to tell the above staff members. You might be providing the missing part of the 'jigsaw'.

### Forms of child abuse:

- . Sexual abuse
- . Physical abuse
- . Emotional abuse
- . Neglect