

Safeguarding Children - the action we take to promote the welfare of children and protect them from harm - **is everyone's responsibility.**

IF A CHILD MAKES A DISCLOSURE OF ABUSE OR NEGLECT OR SHARES ANYTHING OF CONCERN:

Please do the following:

- Listen to what is said.
- Write it down afterwards so you can remember the details.
- Do not interrogate the child.
- Do not promise to keep it a secret.
- Report your concerns to the child's class teacher and/or our **Designated Teacher Mrs Field** or Mrs Ives in her absence.

- Doing nothing is *not* an option; it is your duty to act!

For further information regarding this leaflet, please contact:

Mrs Field or, in her absence, Mrs Ives.

Please follow the advice in this leaflet and keep yourself and our children safe.

Thank you for your co-operation.

“Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play.”

Keeping Children Safe in Education September 2018

Ashfield Infant and Nursery School
Newlands Lane
Workington
Cumbria CA14 3JG
Tel: 01900 606301



Ashfield Infant and Nursery School



Code of Conduct for Staff, Governors and Volunteers

Newlands Lane
Workington
CA14 3JG

admin@ashfieldinf.cumbria.sch.uk
<http://www.ashfieldinf.cumbria.sch.uk/>

Ashfield Infant and Nursery School



“Nothing is more important than children’s welfare. Everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child’s needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.”

(Working Together to Safeguard Children, HM Government 2018)

Adults working at or visiting the school site play an important part in the life of the school and the wider community.

We can all play a part in keeping children safe whilst working at or visiting our school. This leaflet applies to all adults in whatever capacity who come into school.

Working with Ashfield Infant and Nursery School

Please follow our Code of Conduct

All those who come in contact with children through their everyday work, whether paid or voluntary, are responsible for their own actions and behaviour. **You should avoid any conduct which could lead any reasonable person to question your motives and intentions. At Ashfield Infant and Nursery School, we have a duty to safeguard and promote the welfare of our children.**

We will therefore:

- Be a positive role model: set a good example by being respectful, fair and considerate to all.
- Treat children equally: never build a “special relationship” or favour a particular child over others.
- Always act in the child’s best interests.
- Treat information you receive in school about pupils in a discreet and confidential manner.
- If you are worried about a member of staff’s actions, speak to Mrs Field, or in her absence Mrs Ives. If you are worried about the actions of the Headteacher, speak to the Chair of Governors, Mrs Claire Humes.

- Ensure that when working with an individual child, the door is left open and that you are visible to others.
- **Do not use your mobile phone during lessons or while children are present.**
- Do not photograph or record children with your personal mobile phone or tablet.
- Do not exchange emails, text messages or phone numbers with children or parents.
- Do not accept children or parents as friends on social media websites.
- Only touch children when it is necessary and appropriate for their well-being and safety.
- Wear sensible clothing which will not cause offence.
- Do not give or receive gifts from children, with the exception of small tokens of appreciation at holidays or end of the school year.

When you visit or volunteer to work in our school, you agree to follow this code of conduct in order to keep children and yourself safe.

Should a concern or allegation arise, the Head or Chair of Governors will seek advice from the Local Authority Designated Officer (LADO).

Safeguarding is everyone’s responsibility!