

## Safeguarding Statement

Archibald First School is committed to safeguarding and promoting the welfare of children, families, visitors and staff. We require all staff, families, volunteers and visitors to share this commitment.

If you become concerned about:

- Something a pupil says
- Marks or bruising on a pupil
- Changes in a child's behaviour or demeanor
- The safety of any child in our school

You must report this to the visit leader immediately who will then offer advice and take appropriate action. The Designated Safeguarding Lead at school will be notified.

If you are concerned about the conduct of a member of staff or volunteer in our school, you must contact the Head Teacher – Mrs. R Turner.

If a child discloses anything:

- Respond calmly
- Listen carefully to the child
- Do not promise confidentiality. Explain that you may need to pass on the information if you are worried about their safety
- You may clarify your concern using tell, explain or describe, but as soon as your concern is confirmed ask no further questions.



**Remember, child abuse can happen to all children regardless of gender, culture, religion, social background and those with or without a disability. Everyone must regard that statement 'It can happen here...!'**

A copy of the school's safeguarding policy is located in the staffroom.

### Keeping yourself safe

- Remain in an open and visible space; always ensure that a door is open and that you are visible to others.
- Always encourage a child do whatever they can do for themselves.
- Be professional. Be mindful of how you interact with or speak to a child, the child may interpret it differently.
- Avoid physical contact with children, unless you are preventing them from immediately harming themselves or others.
- Always tell someone if a child is inappropriate and complete a Cause for Concern Form



## Archibald First School Supporting a School Visit



We are very grateful to parents/ carers who support Archibald First School when attending trips and events outside of school. Without this support the visits would be unlikely to go ahead.

Please read the following information to help ensure that the school visit is successful for everyone involved and as safe as possible. It also provides information to safeguard you and our children.

**Having fun, achieving excellence.**

Successful learners. Confident individuals. Responsible citizens.

## Before the visit

A short meeting will be held to explain to all helpers the following:

- Purpose of the visit including proposed learning outcomes
- Role and responsibility of supporting adults including which children each helper is required to supervise / oversee during the visit.
- Difficulties or possible problems that may arise as highlighted from the risk assessment
- Notification of who the team leader, first aiders and road safety leaders are
- Expectations with regard to confidentiality
- Access to information related to specific needs of individual children and/or staff
- Expected level of behaviour
- Prior to leaving school, please read through the visit risk assessments and other documentation carefully.

## During the Visit

- You have responsibility for your group at all times.
- Please adhere to timing for events/activities.
- Participate fully in all events and activities.
- Kindly abide by the rules and requests; the children can only eat and drink at appropriate times and places, we ask that you do the same.

## In the event of an emergency

- The team leader will have sole responsibility for contacting the appropriate emergency services, the school and/ or parents.
- No other phone calls will be made by any other member of the trip team unless asked to do so by the team leader.
- You will follow the instructions given by the team leader and will act to promote the safety of all children and adults.
- A limited first aid kit will be carried by a member of staff as well as emergency contact numbers.



## Mobile Phones/Cameras

- Mobile phones and electrical devices may **not be** used in school or on a school visit.
- Ensure that your mobile phones 'bluetooth' capacity is disabled.
- All equipment must be off or switched to silent.
- Do not take/use images of pupils unless approved to do so.

## Manners and Behaviour

Children are expected to behave in a courteous and orderly manner at all times. They are expected to address all adults politely and to respond appropriately to one another.

We ask that all visitors and volunteers do so as well.

The behaviour of children is important while working in small group, or individually. Problems with the behaviour of any child, or group of children should be brought to the teacher's attention as soon as possible.



## Safety

The following must be maintained in the interest of all.

- Parents or other helpers should not escort any child alone to the toilet.
- Parents or other helpers should not be solely left in charge of a group without a member of the school staff being present.
- No photographs or videos of children will be taken unless asked specifically by a member of the school staff team. These will only be taken using school equipment only. All photographs will be checked by the Headteacher before they are published on the website or sent home if this is required.
- Parents or any other helper will not be expected to administer any medicines or first aid. This will be the responsibility of the school team.
- All helpers will know who the first aiders are in an event of an accident.

## Please Ask...

Whilst in school if you are not clear about a task, routine, child or event, please ask a member of staff. All staff are approachable.

