



Safeguarding Information for Visitors/Volunteers to Preston Candover CE Primary School

All staff and visitors have a responsibility for safeguarding our pupils. To ensure this we please ask the following:

- **Switch off** your mobile phone/device and store it in your bag.
- In the event you do need to use your mobile phone or camera enabled device, please do so in an area that is not accessed by the children, this includes corridors. Such a place could be in the office.
- Do not take pictures, videos or sound recordings of any pupils on your mobile phone/device.
- If you are working with a child, please do so in a space that is open, or has an open door or visible by others through a window.
- Please remember the importance of confidentiality at all times.
- If you have a concern about a child please pass this on to the child's class teacher, who will then follow our safeguarding procedures. If they are not available, please speak to one of our Designated Safeguarding Officers, Mrs Otway (Headteacher) or Mrs Taylor (Inclusion Leader).
- If you have a concern about another adult in school, please ask to speak to the Headteacher.
- Always share concerns with school staff, no matter how small they may appear, and don't keep them to yourself.
- If a child says something to you that you think could be a safeguarding concern, act above and:
 - React calmly;
 - Listen carefully to the child;
 - If possible write down what was said verbatim immediately;
 - Do not promise confidentiality
 - Do not ask leading questions or make judgements;
 - Reassure the child that they are doing the right thing;
 - Do not promise them that it will remain confidential between the two of you.

Thank you for your support.