

Horsford C of E VA Primary School  
Mill Lane  
Horsford  
Norwich  
Norfolk  
NR10 3ES

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All members of staff are required to work according to the guidance in: 'Working Together to safeguard Children' September 2018

Copies are available from the school office and at the following link;  
[www.schools.norfolk.gov.uk](http://www.schools.norfolk.gov.uk)

Then click on 'Safeguarding', Click on 'guidance', then click on the document.



## Fostering a lifelong love of learning

### OUR COMMUNITY CODE OF CONDUCT

Everyone at Horsford VA Primary School - our children, staff, families, governors. Contractors and visitors - must be shown care, courtesy and consideration by others at all times. We expect this in our building and in our grounds, and to extend beyond this into the local community and on to social media.

Children and staff have the right to learn and work in a safe, secure and happy environment.



## HORSFORD VA PRIMARY SCHOOL

# Working Together to Safeguard Children

## Information for Visitors and Volunteers





## **Safeguarding means ‘keeping safe’.**

It covers all aspects of keeping children safe in our school. It is a vital part of what we do in school everyday.

It includes:

- The behaviour of the children towards each other
- The behaviour of the staff towards the children
- The behaviour of any visitors or volunteers in our school
- The safety of children on trips out of school
- Systems and procedures around school
- The safety of our building and the grounds
- Safe use of the internet
- Learning about safety through routines and in lessons.

## **EVERY ADULT IN SCHOOL HAS A RESPONSIBILITY TO KEEP CHILDREN SAFE**

If you are concerned about anything you see or hear around our school, you must let a member of staff know. This includes the behaviour of staff. If you have any ideas about how we could make our school even safer, please let someone know.

If you have a mobile phone you are not allowed to use it in school or on school trips. This is to ensure no one records the children in any way. There should be no references made by school or children on social media in any form.

**Avoid being alone with children or having physical contact with them.**

Tanya Kirton, our Head of School at Mill Lane, and Kirsty Anatola, our Executive Deputy and Head of School, based at Holt Road are our Designated Safeguarding Leads (DSL).

Ashley Best-White, Executive Headteacher and Lindsay Thurston, Senior Teacher at Holt Road, are also trained DSLs.

**IF YOU HAVE ANY CONCERNS ABOUT A CHILD, YOU MUST TELL A MEMBER OF STAFF.**

The things you may be concerned about may be physical or emotional. It may be the way a child responds to a certain situation. It may be something a child says.

If a child tells you something, you must explain to him/her that you cannot keep it a secret. You must tell him/her that it is your job to keep them safe and it may be you have to tell someone else in order to keep them safe. Listen to the child carefully; let them talk and don't ask leading questions. You could suggest they carry on the conversation with a member of staff there. The child might like to choose who to involve in the conversation. You must tell a member of staff if a child tells you anything that concerns you. You may be asked to write down what they have said to you, this must be a factual account and not your opinion.

**Any concerns you have or anything a child may say to you must remain confidential once you have told a member of staff.**