

## Health and Safety in school

Please ensure that you are familiar with the following procedures when you are visiting or volunteering in school:

- **Fire and Lockdown Procedures.** Ensure you are familiar with the evacuation routes and lockdown procedure for where you are working
- **First Aid:** All injuries to children and adults must be reported to the School Office for treatment immediately
- **Allergies:** If you are helping with cooking / food tasting make sure you have checked all potential allergies with the class teacher. Only use ingredients provided by the class teacher.
- **Spills:** Always clear up spills straight away or contact the School Office for help
- **Take care:** When helping in school take adequate safety precautions. Please do not attempt anything unsafe, please contact the School Office if in doubt or if you need help.
- **Personal items/bags:** Make sure bags are kept away from the children, particularly if you have any medication in them. You can put bags safely in classroom cupboards or leave in the School Office.
- **Behaviour:** Please support and help children to remember the learning behaviours that we uphold as a school. Please give reminders and praise for doing the right thing in line with any instructions that the class teacher or teaching assistant has given.
- **No Smoking / No Vaping:** It is unacceptable to smoke or vape anywhere on the school site.

**If you have any concerns during your time in school with us please inform the School Office.**



## COOMBE HILL INFANTS' SCHOOL

### Safeguarding procedures for volunteers and visitors in School

Thank you for offering your time to help us in school – it makes such a difference and it is hugely appreciated. While you are on the premises please follow our safety and child protection procedures to keep both yourself, and our pupils, safe and happy.

#### Our Safeguarding Leads are:



**Mrs Sue Jakob**  
(Deputy Headteacher & Designated Safeguarding Lead)



**Mrs Claire Cook**  
Headteacher



**Ms Jacqueline Heard**  
Inclusion Manager



**Mrs Lisa Matheson**  
Senior Leader

and **Mrs Gillian Bardhi** and **Mrs Jayne Cottee** for Coombe Connections

## DBS certificates

All staff, regular visitors and volunteers are required to have a DBS check before they come in to the school. This is to help ensure that unsuitable people are prevented from working with children. The School Office arranges DBS checks and holds an up to date record of all adults who have a current certificate with the school. On requesting a DBS check you will sign to say that you have read and understood the content of this leaflet.

## Entering the School and Identity Badges

All volunteers and visitors are required to sign in at the front desk where they will receive a volunteer or visitor lanyard. School Office staff will check that a volunteer has a valid DBS check at this point, from the record we hold. Any outside agency (ie educational psychologists, speech therapists etc) will be requested to show their identity badge on entry to the school. Any other visitors, who do not hold a DBS check through the school, will be escorted/supervised by school staff at all times.

## Code of Conduct

You must agree to the following as a volunteer in our school;

- To adhere to the school's policies and procedures

- All mobile phones and devices **must** be switched to silent and be out of sight at all times whilst in the school building. **Never** take photographs for any reason on the school site. You may leave your phone with the School Office should you wish.
- To behave in a mature, respectful, fair and considerate manner
  - Be a positive role model to children and provide a good example
  - To treat all children equally – never build a “special relationship” with a child or favour a particular child over another.
- To not put yourself in a compromising position with a child – be in an open space and always leave a door open if you are working one to one with a child.
- To be aware of appropriate boundaries and touch with a child.  
*There are separate detailed guidelines for conduct around helping with swimming, these will be provided to all swimming volunteers.*

## SAFEGUARDING CHILDREN

### Disclosure of abuse by a child

Safeguarding is everyone's responsibility and it is important that you know what to do if a child makes comments to you that you find concerning. This can be an alarming situation but if the situation arises, this is what you should do:

- Accept and listen to what is being said without displaying shock or disbelief
- Allow the child to talk freely, listen and do not ask any leading questions
- Reassure the child
- Do not promise confidentiality but explain to the child that you have to tell a member of staff so that you can help them
  - Tell them that they were right to say something
- Record details of the disclosure immediately – exact words or phrases used by the child
- Report your concerns and give written records to one of the Designated Safeguarding Leads (DSL) straightaway
- **It is important to remember that the disclosure must remain confidential and should not be discussed with anyone other than one of the safeguarding leads**

### Allegations against a member of staff

Any allegation against a member of staff should be reported to Mrs Claire Cook, the Headteacher. If the concerns are regarding the Headteacher, the Chair of Governors, Becky Buckley, should be contacted via the School Office.

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Coombe Hill Infants' School is committed to safeguarding and promoting the welfare of all children and expects all staff, governors and volunteers to share this commitment.

### Safeguarding Leads

- Mrs Sue Jakob - Deputy Headteacher (Designated Safeguarding Lead)
- Mrs Claire Cook – Headteacher
- Ms Jacqueline Heard – Inclusion Manager
- Mrs Lisa Matheson – Senior Leader
- Mrs Gillian Bardhi & Mrs Jayne Cottee – Coombe Connections Managers  
**(Governor responsible for Safeguarding – Becky Buckley & Chiara Marcelline)**