

Safeguarding is also in place to protect you as an adult in school.

Please follow the following guidance:

- **Confidentiality:**
Conversations and information you may hear/come across in school is always confidential. Do not discuss anything you do hear / see in school with anyone outside of school. If you need to discuss anything, please speak to Mrs Lockwood or Mrs Maybury
- **Staff room:**
It may be appropriate for you to spend time in the staff room. If this is the case, please ensure you are professional and respect the environment you are in.
- **Supervision:**
Please ensure you are not in a classroom or room on your own with a child or children. Your supervision is safe in open school areas e.g. outside classrooms, classrooms with teachers, playground and hall. Please do not support children changing or in the toilets - always call for a member of school staff and reassure the child you will do that.
- **First Aid:**
Children needing first aid will have this administered by Mrs Radford, Mrs Freeland or other school staff including Lunch Time Supervisors who have all had appropriate training.
- **Physical contact:**
We are a very caring school but physical contact is kept to a minimum. At times it may be appropriate to hold hands e.g. when crossing a road, but we advise you not to cuddle or hold children

Holmesdale Infant School



*Information leaflet for
parents, volunteers,
visitors and students.*

Our school holds the safety and happiness of our children at the heart of all that we do. Please read this leaflet carefully so that you understand our ethos and continue the quality of care.

	neglect)
Extremism / radicalisation	Drugs including smoking and substance misuse

Pupil Voice

We like to have visitors and helpers in school.

Please listen to what we have to say when we are joining in activities.

Please find out about our classrooms and the way we learn. **These issues**

Safeguarding

Our school safeguarding policy outlines the responsibility of the whole school in keeping our children safe. It is not your responsibility to record or sort out any issues or concerns which may arise during your time in school.

However, it is your responsibility to report anything to a member of staff in school for them to make a safeguarding decision. The

Designated Safeguarding Leads (DSLs) in our school are:

Mrs Lockwood and Mrs Maybury. Mrs Freeland & Miss Sutton have a supporting DSL role.

All members of staff are always available to discuss any concerns you have. These concerns may be based on conversations you have had or heard or behaviours you have seen.

Please DO LISTEN, but DO NOT ASK QUESTIONS or promise confidentiality.

A helpful statement if there is a disclosure is:

"Thank you for telling me. I may need to talk to someone else who can help."

There are many local and global issues which we have to be aware of.

Some of these are:

Bullying	Mental health
Domestic violence	Online safety
Racism / homo or trans phobia / Hate crime	Child Sexual Exploitation
Female Genital Mutilation	Abuse (sexual / emotional /

A full list can be found in the Child Protection Policy available in safeguarding area on the school website.

can happen to children anywhere at anytime, and in our school.

If you are helping on a regular basis, please read the following documents which we can make available:

- Holmesdale Infant School Child protection Policy
- Keeping Children Safe in Education 2022 (Part 1)
- Holmesdale Infant School Behaviour Policy

Please sign to say you have read these