**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 Robinson or Mrs Lockwood

- **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.
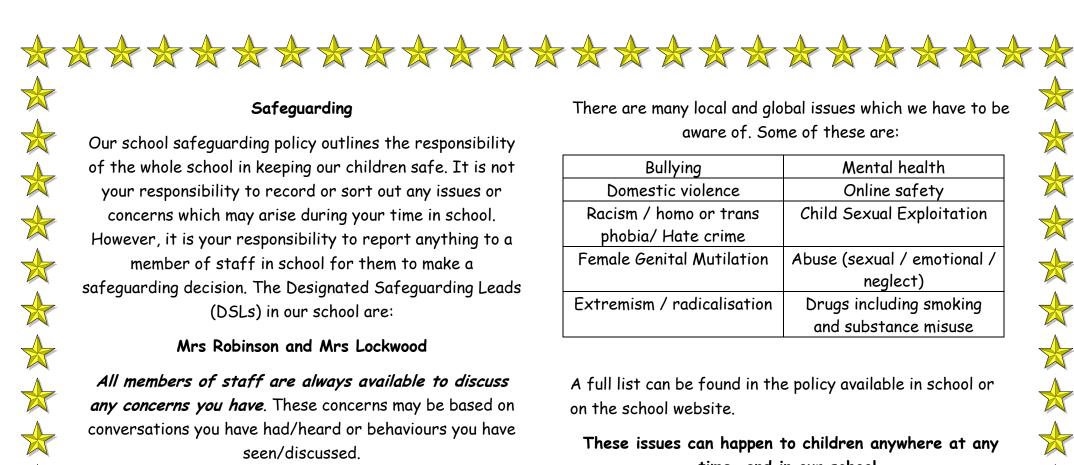
- **Physical contact:**
  We are a very caring school but physical contact is kept to a minimum. At times it may be appropriate to hold hands e.g. when crossing a road, but we advise you not to cuddle or hold children.

# Holmesdale Infant School



# Information leaflet for parents, helpers, 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.

**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 Robinson and Mrs Lockwood**

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

**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 / neglect) |
| Extremism / radicalisation | Drugs including smoking and substance misuse |

A full list can be found in the policy available in school or on the school website.

**These issues can happen to children anywhere at any time, 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 Safeguarding Policy
- Keeping Children Safe in Education (Part 1)
- Holmesdale Infant School Behaviour Policy

**Please sign to say you have read these**