

Code of Conduct - Use of computers, email and the internet

To comply with the school's code of conduct for the above, I agree that:

1. I will not give out my own personal details, such as mobile phone number, personal email address and social networking identities to pupils.
2. Images of pupils and/or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/carers, member of staff or Headteacher.
3. I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
4. I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
5. I will only use the school's email/internet/intranet/Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Headteacher or Governing Body.

This is a summary of our Code of Conduct which is available in full on request.

Designated Safeguarding Lead:

Mrs R Prigg, (Headteacher)

Deputy Designated Safeguarding Leads:

Mrs L. Dines (Deputy Headteacher)

Mrs C. Cullen (Pastoral Care Manager)

First Aid - Available from the School Office

First aiders:

Catherine Abercromby

Krissie Thomson

Claire Mackintosh

Andrea Wolahan

IN THE EVENT OF A FIRE:

The fire alarm is a continuous ring.
If it sounds, leave the building by the nearest exit and go to the rear playground.

Please make yourself known to the fire marshals.



Safeguarding Children

Guidance for adult visitors volunteering or working at St Michael's CE (VA) Junior School.

Welcome to our school, please read this leaflet carefully and do not hesitate to ask if you require any further infor-

St. Michael's CE (VA) Junior School
Barnard Road
Galleywood
Chelmsford
Essex
CM2 8RR

Tel: 01245 472682



Keeping Everyone Safe

Adults visiting or working at St. Michael's CE (VA) Junior School play an important part in the life of our school.

We can all play a part in keeping children safe whilst working on or visiting the school site. This is whether you are directly employed by the school or working as a volunteer.

All visitors will be asked for identification and DBS clearance, as appropriate. Visitors will be asked to wear a visitor badge to show that they are meant to be on the school site.

Whilst you are in school, you may be approached by a child who wants to talk to you about something that is concerning them. You may notice something that concerns you about a child, an unexplained bruise or the physical condition the child is in. In this case, to protect both you and the child, you must follow the guidance of this leaflet.

Keeping Everyone Safe

If you are approached by a child wanting to talk, you should listen positively and reassure the child.

Helping the child when abuse is disclosed:

- If, in the unlikely event a child makes a disclosure to you, be prepared to **listen** and comfort.
- Stay calm and controlled
- Do not make false promises e.g. That you will keep the abuse a secret or that no one else will be involved.
- Do not ask the child leading questions, try to limit your involvement to listening.
- Report any disclosure immediately to the Designated Safeguarding Lead: Mrs Rowen Prigg, Lisa Dines or Catherine Cullen, via the School Office.

Guidance for Reporting Information

You should record your concerns on a child concern form, which can be found in the staffroom, as soon as possible and all notes should include the following:

- The nature of the concern.
- What is the evidence that led to your concern.
- What the child said if a discussion took place.
- What you did or said in response.

Please follow the advice in this leaflet, and keep yourself and our children safe!



**Essex Safeguarding
Children Board**

