

## Child Allegation

If a child discloses they might be subject to abuse:

React calmly

- Listen carefully to the child, particularly what is said spontaneously,
- Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety,
- Do not ask leading questions or make judgements. Clarify and check your concern if you feel that you are not sure, by using only what, when and where but as soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries. Only trained investigators should question a child,
- Reassure the child that they are doing the right thing,
- Record carefully what the child says in their own words including how and when the account was given,
- Pass this on to the Designated Member of Staff for Safeguarding immediately or to one of the Safeguarding Team.

## Code of Conduct

Remember:

- to sign in and out and collect a visitor's badge which is clearly displayed
- be a positive role model
- dress appropriately ensuring your clothing is not likely to be viewed as offensive or revealing
- treat all members of the school community with respect and tolerance
- ensure you are visible by a member of staff if you are with children
- always report any situations that arise that may cause concern

Never:

- photograph a child without the school's permission
- never use your mobile phone in areas used by children
- ignore inappropriate behaviours towards children whether by adults or other children
- share personal details with a child
- discuss the school, its pupils or staff on social media
- make inappropriate comments about children or adults.



Loving minds ♥ hearts ♥ hands.

**St. Ambrose RC Primary  
School**

**Safeguarding Guide  
for  
School Visitors  
and  
Volunteers  
2025-2026**

St. Ambrose RC Primary School  
Princess Road  
Manchester  
M21 7QA  
Phone: 0161 445 3299  
Website: [www.st-ambrose.manchester.sch.uk](http://www.st-ambrose.manchester.sch.uk)

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Telephone: 0161 445 3299

## Safeguarding Statement

We are committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors to share this common commitment. This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it please speak to any of the contacts named within. Please keep the leaflet in a safe place so that you can read it again if you need to. If you are concerned about the safety of any child in our school, you must report this to the Designated Safeguarding Lead.

If you are concerned about the conduct of a member of staff or volunteer in your school,



Senior Designated Safeguarding Lead

Mrs Carole Partington —Headteacher



Deputy Designated Safeguarding Leads

Ms Gemma Greaves— Deputy Headteacher

Mrs Helen Murphy —Assistant Headteacher

## Visitors Procedure

Visitors must sign in at the Main Office.

Visitors will be given a sticker with a picture of themselves on it which must be worn at all times whilst on the site.

Visitors must remain under the supervision of a designated member of staff whilst on site.

If the fire alarm sounds all visitors need to exit the building through the nearest fire exit and make their way to the assembly point at the far end of playground, leaving all belongings behind.

Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, wherever possible, to avoid disappointment.

If you are seeking an urgent appointment please report to the main office and we will arrange for you to see a member of staff on duty.

All visitors must adhere to current health measures and restrictions in place at the time of their visit, for the duration of their visit.

All visitors must sign out at the main office before leaving the site.

## Regular Volunteers

Volunteers must sign in at the Main Office.

Volunteers must sign out at the Main Office.

Our regular volunteers have a valid DBS certificate and wear an identity badge.

## Acceptable Use of Mobile Technology

The school advise visitors and parents & carers that mobile phones are not to be used in school. This includes all uses including phone calls, texting and photographing.

If a visitor or parent or carer is seen using their mobile phone, they will be asked politely to turn it off/desist from using it and remove it from children's view.

The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way. This policy applies to all staff, volunteers and visitors.

It is recognised that many parents & carers use their mobile phone as a camera/video device to record their child at special performances in school e.g. class assemblies, concerts, etc.

On these occasions the use of a phone will be permitted for photographing/videoing only; a member of staff will always remind parents & carers before a performance that images should only be taken if they include their own child and that the use of these images is for their own personal use and must not be shared on social media.