



## CHILD PROTECTION GUIDELINES FOR VISITING TEACHERS AND VOLUNTEER HELPERS ON SCHOOL OUTINGS

L'Ecole du Parc values parents, professionals and others who visit or volunteer at our school. It is our duty, that whilst on the premises or accompanying on school outings, we ensure your safety and that the children in our care are safeguarded from any harm.

This is a list of the measures we have adopted to ensure that adults and children are safe:

- Visiting teachers and adults must sign in and out in the school office. If you have a mobile phone which has a built-in camera or cameras it must be left in the school office, in a locker, and cannot be taken into a classroom. In the case of an emergency, visitors can be reached on the school's office telephone :  
**Garfield 0207 993 6460 / Stormont 0203 774 0081**
- Please note the fire exits and fire emergency procedures. The main assembly point is in front of Devas.
- Valuables are brought to school at your own risk
- Adults should only use the staff toilet on the ground floor
- Smoking is not allowed anywhere on the premises or in front of children during a school outing.
- Hot drinks may not be carried in the school or close to the children in a school outing
- You are not allowed to accompany a child to the toilet
- If you notice something that makes you think that a child is not safe at school or at home, you have a duty to pass the information to the Designated Safeguarding Officer who is Elisa Sicking-Bressler. In her absence, Eva Toth is the Deputy Designated Officer. You are not allowed to interrogate the child or ask leading questions.

- All conversations heard between staff must be treated as confidential.
- Accompanying parents and adults on school outings must ensure that their mobile telephone stays in their bag or pockets and can only be used to receive an emergency call. At all times cameras and in built cameras in mobile are NOT to be used to photograph the children.

This leaflet is handed out to make sure you understand what is expected of you. Please ask the school if you are unclear about anything in it!

Thank you for your participation and for your understanding.

**Multi-Agency Safeguarding Hub (MASH): 020 8871 6622**  
**Local Authority Designated Officer (LADO): 020 8871 7208**  
**Ofsted: 0300 123 1231**

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