



# Russell Street School

Russell Street, Stony Stratford, Milton Keynes, MK11 1BT

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Headteacher: Mrs Dawn Robinson

[www.russell-street-school.co.uk](http://www.russell-street-school.co.uk)

@school\_russell

## Volunteer Information

All volunteers, (including work experience students) - please read and sign:

1. RSS Child Protection Policy
2. RSS Code of Conduct
3. RSS Behaviour Policy
4. KCSIE (Part 1) [Keeping children safe in education 2024: part one](#)

All signed copies must be returned to the school office.

### When and how to make a referral

The Designated Safeguarding Lead (DSL) is the Headteacher - Dawn Robinson. Report any concerns you have for a child to Dawn Robinson in the first instance.

The Deputy Safeguarding Leads are: Jayne van Rooyen, Sonia Camp, Lydia Read, Shelley Jeffery, and David Thompson. You can also report concerns to the Deputies.

The DSL or deputy will make a referral to the Multi-Agency Safe-guarding Hub (MASH) if it is felt that further advice or support is needed. Please be aware, **anyone** can make a referral to the (MASH), please see below:

### Do you think a child or young person you know might be suffering from any of the following?

- **Physical abuse** – deliberately hurting or injuring a child, or failing to act to prevent harm. This could be caused by hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or other physical harm and can leave more than physical marks on a body.
- **Neglect** – ongoing failure to meet a child's basic needs. This could be caused by being left hungry or dirty, without proper clothing, shelter, supervision or health care.
- **Sexual abuse** – forcing or enticing a child or young person to take part in sexual activities which may include physical contact in a sexual manner, a child looking at or being involved in the production of sexual images or encouraging a child to behave in inappropriate ways or grooming a child in preparation for abuse (including via the internet).
- **Emotional abuse** – hostile or indifferent behaviour towards a child or young person which damages a child's sense of self-esteem, degrades a sense of achievement, diminishes a sense of belonging and prevents health development of a child's well-being including exposure to domestic violence.

### What should you do to help?

- Act promptly.
- Report your concerns about the safety and well-being of a child to the Multi-Agency Safeguarding Hub (MASH) 9am-5pm Mon-Thurs and 9am-4.30pm on Fri by:
  - calling **01908 253169** or **01908 253170**
  - emailing [children@milton-keynes.gov.uk](mailto:children@milton-keynes.gov.uk)
  - Outside these hours contact the Emergency Social work team on **01908 265545**.

### LADO

If you need to make an allegation against a member of staff, you can contact the local authority Designated Officer(s) (LADO) by telephone on: 01908 254307 or by email: [LADO@milton-keynes.gov.uk](mailto:LADO@milton-keynes.gov.uk)

## Code of Conduct

- Volunteers without a DBS check will **always** be supervised by a member of staff. They will not be involved in the personal care of children
- Volunteers will not be under the influence of alcohol or drugs
- Volunteers will wear clothing that is appropriate for a visit to school
- All children and staff will be treated with respect and dignity
- All volunteers will set outstanding examples of behaviour and conduct
- Volunteers will follow the school behaviour policy. Incidents of unacceptable behaviour by children should be referred to the teacher by the volunteer
- Confidentiality volunteers must understand and adhere to confidentiality expectations and not discuss school life, incidents, or behaviour of children outside of school either verbally or electronically (including social media)
- Any concerns about children or incidents witnessed will be raised with the Designated Safeguarding Lead – Dawn Robinson, or a Deputy Safeguarding Lead
- Mobile phones **will be on silent and locked away**. No photographs or videos are to be taken.
- Smoking is not permitted on or around the school site.

I confirm I have read:

	Signed	Date
1. RSS Child Protection Policy.		
2. RSS Code of Conduct		
3. RSS Behaviour Policy		
4. KCSIE (Part 1)		

I understand how to keep myself and others safe.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_