

Patcham Junior School is committed to safeguarding and ensuring the welfare of all pupils and requires all staff, volunteers and visitors to share this commitment. This leaflet contains information regarding our expectations of you whilst visiting us. If you have any further questions, please speak to any of the named contacts included within this leaflet.

Keeping yourself safe

Upon arrival, the school office will ensure you are made aware of, and will follow, the relevant school policies and procedures, including, but not limited to:

- Child Protection and Safeguarding Policy
- Keeping Children Safe In Education 2018—part 1

Whilst on site, you should always remain professional, especially if you are a volunteer, trainee or on work experience.

Always be aware of how you speak to a pupil – they may interpret things like jokes or compliments differently. Avoid any physical contact and do not make racist, homophobic or sexualised comments around pupils.

If your duties require you to be alone with a pupil, always ensure that a desk is between you, the door is open or you can be seen through windows so that you are visible to others.

If a pupil touches or speaks to you inappropriately, you must tell the **headteacher** and ensure you record the date and time of the incident.

Where a pupil has told you that they are being harmed, you must not question the pupil and must report the incident to the DSL immediately. Only trained investigators should question a pupil.

You must never share contact details with a pupil or arrange to meet them outside of school hours.

Pupils should not be contacted through social media and you should not discuss the school, its teachers or its pupils across such platforms.

Taking photographs or recording videos is not permitted unless consent has been sought for the relevant school activity.

Useful contacts

Whilst you are visiting the school, report and safeguarding concerns to the member of staff who is working with you.

They will report this to the Designated Safeguarding Lead in School.



KEEPING CHILDREN SAFE

Lead Professionals

Mark Rodericks - Designated Safeguarding Lead / Deputy Head Teacher

Alister Sutherland—Deputy Designated Safeguarding Lead / Head Teacher

Marion Rajan and Derrick Davis—Designated Safeguarding Governors



Visitor procedures

All visitors, including trainee teachers, volunteers, parents, and those on work experience, must:

- Immediately report to the school reception area on arrival.
- Provide their details to the reception staff, including their name, purpose of the visit, name of the pupil the visit affects/staff member who arranged the visit.
- Sign in using the visitors' book.
- Display the ID badges provided at all times whilst on school property.
- Return ID badges to the school office before departure.
- Sign out using the visitors' book upon departure.

All visitors will be made aware of the relevant school policies, including those in relation to health and safety, reporting a concern and emergency procedures .

What should I do if I am concerned about a pupil?

If you are worried about any of the following:

- Something a pupil says;
- Marks or bruising on a pupil;
- Changes in a pupil's behaviour.

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- Marks or bruising on a pupil;
- Changes in a pupil's behaviour.

You must inform the school's designated safeguarding lead (DSL);

If a pupil discloses that they are being harmed you must:

- React calmly;
- Listen carefully.

Do not promise confidentiality; explain that you may need to tell somebody if the pupil's safety is at risk.

Reassure the pupil that they have done the right thing.

Take a record of what the pupil has said, including the date, time and how and when the information was received. This information must be passed to the DSL immediately.

Where you have concerns about the conduct of a member of staff following an observation or disclosure, then you must immediately inform the **headteacher** or, in their absence or if the concern regards them, **the deputy headteacher**.

Types of harm

The following is a list of possible forms of harm that young people can face:

Physical abuse – a child suffers physical harm or injury, e.g. bruises and cuts.

Emotional abuse – a child receives emotional

maltreatment which causes adverse effects on their development, e.g. being told they are worthless.

Sexual abuse – a child is forced or enticed into taking part in sexual activities in which they do not give consent for, whether or not they are aware of what is happening. Indicators may include the use of sexual language or not wishing to be alone with someone.

Neglect – a child's basic physical and/or psychological needs are consistently not met, resulting in serious impairment of their health or development, e.g. by providing inadequate amounts of food. A child may appear tired or malnourished.

Child sexual exploitation (CSE) – a child is subject to a form of sexual abuse where an individual or group takes advantage of, or manipulates, a child into sexual activity, in exchange for something the victim wants/needs. An indicator may be that the child has unexplained new items/presents.

Peer-on-peer abuse – peer-on-peer abuse can involve domestic abuse, CSE, serious youth vio-

