



Our Safeguarding Procedures

Head of School and Designated Child Protection Person:

Louise Dance



**An information leaflet
For volunteers and
visitors to the school**



As part of our safe culture, to ensure both your safety and the safety of our children, we request all visitors follow these safeguarding protocols:

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| 1. Sign in to the visitors' book on arrival at Reception and show the necessary identification. |
| 2. Obtain and wear a school visitor's badge. |
| 3. Read this leaflet for visitors |
| 4. Be aware of our Emergency Evacuation Procedures (on reverse of visitors' badge). |
| 5. Return your visitor badge and sign out before leaving the building. |

All staff, governors and volunteers at Grange Federation have a duty under the Education Act to work together, with other agencies, to ensure adequate arrangements are in place to identify, assess and support children who are at risk of harm.

Thank you on behalf of the staff and pupils of Grange Infants School for your co-operation.

Whilst being in this school, you have a duty of care towards the children here. This means at all times you should act in a way that is consistent with their safety and welfare. In addition, if at any time you have a concern about a child, particularly if you think they may be at risk of abuse including neglect, **it is your responsibility to share your concern with the designated Safeguarding Lead or Deputy Safeguarding Leads:**

DSL

Mrs Louise Dance



Deputy DSL

Mrs Carol Shute



Deputy DSL

Mrs Tracey Jackson



Visitors to Grange Infants School are asked to turn off their mobile phones and refrain from using them whilst they are in the school building. Portable media may not be brought into school and connected to the school system without specific permission and a virus check.

Permission from the Executive Head Teacher or Head of School must be obtained before any photographs of children are taken and where possible only school equipment should be used. We do not allow photographs of children to be taken with personal cameras or mobile phones.

What is abuse?

There are four categories of abuse:

Physical

Sexual

Emotional

Neglect

You may be concerned as a result of:

- Observing a physical injury, which you think may have been non-accidental
- Observing something in the appearance of a child which suggests they are not being sufficiently cared for
- Observing behaviour that leads you to be concerned about the child
- A child telling you that they have been subjected to some form of abuse. This is called a disclosure.

This unfortunately is not an exhaustive list. In any of these circumstances, you must write down what you saw or heard on a pink form available in the school office; sign and date your account and give it to the designated Safeguarding Leads. This may be the beginning of a legal process and it is therefore important to understand that action against the perpetrator can be seriously damaged by any suggestion that the child has been led in any way.

It is important you do not feel afraid about passing on your concerns. This information may be a small piece in a bigger jigsaw and may help to get a better understanding of a child's predicament.

Any concerns, no matter how trivial they seem, must be passed on.

What to do if a child makes a disclosure or you think the child is at risk of abuse:

- Rather than directly question the child, listen and be supportive. Reassure the child that they were right to tell and that it is not their fault.
- Stay calm and controlled. Try your hardest not to show distress at what you are being told.
- Never stop a child who is freely recalling significant events, but don't push the child to tell you more than they wish.
- Remember you are an agent of referral and not of investigation.
- Make it clear that you will need to pass on information to staff in other agencies that may be able to help - do not promise confidentiality. You are obliged to share any information relating to abuse. Do not make promises you cannot keep.
- Write an account of the conversation immediately, as close to verbatim as possible. Put the date and timings on it and mention anyone else who was present. Sign your account and give to the Designated Safeguarding Leads straight away so that they can take the appropriate course of action.
- Be aware of your own feeling about what has happened and find someone appropriate that you can share these feelings with. It is important to remember that children's details must remain confidential and any discussion that you feel you need to undertake must not allow the child to be identified by anyone else.

Grange Infants School has a policy on safeguarding children which you can find together with the local procedures to be followed on the safeguarding noticeboard in the staff room and on the school website.

Remember if you have a concern; discuss it with the Designated Safeguarding Leads.

We follow procedures set out by the Local Safeguarding Children Board and take account of further guidance issued by the DoF and Swindon Local Authority.