

Visitor Procedures

- ◆ Regular volunteers **must** have a DCC DBS certificate and wear an identity badge or lanyard. All regular volunteers must provide school with at least one reference and undergo a safeguarding induction.
- ◆ All visitors must sign in at the Main Office.
- ◆ Visitors will be given a lanyard which must be worn at all times whilst on the School site.
- ◆ Visitors will be escorted to the person they are visiting
- ◆ All visitors **must** sign out at the Main Office and **return their visitor pass** before leaving the site.
- ◆ Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, whenever 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 if one is available

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 please speak to any of the contacts named within. Please keep this 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 one of the Designated Safeguarding Team; Mrs Kyle (Designated Safeguarding Officer) or one of our Safeguarding Team. These are:

Mrs Ruddick, class 6

Mr Mortimer, class 3

Mr Daunton, class 2

Stacey Pye. SENDCO

Safeguarding Guide for School Visitors and Volunteers 2018-2019



Tel: 01271 342579

Email: admin@piltoninfants.school

If a child discloses something to you:

- ◆ React calmly
- ◆ Listen carefully
- ◆ Do not promise confidentiality. Tell the child that you cannot keep this a secret and that you will have to share information which might be important to keep them safe.
- ◆ Do not ask leading questions or make judgements. Clarify and check your concern if you are not sure by using ‘Tell, Explain, Describe (TED) but as soon as you believe there might be a genuine issue, ask no further questions as this would compromise further enquiries
- ◆ 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. Date, time and sign the School Concern Form. Pass this to the designated member of staff for Safeguarding. for Safeguarding

If you feel that a child may be at risk of harm but are not sure, then inform one of the Safeguarding Team immediately. They will offer advice and take appropriate action.

Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background and ability or disability.

A copy of the School's Safeguarding Policy is available in the Staff room.

Types of harm

We all have a responsibility to keep children safe, both at home and in school. Harm is identified in 4 ways:

Physical—when a child is deliberately hurt or injured.

Sexual—when a child is influenced or forced to take part in a sexual activity. This can include being made to look at an inappropriate image.

Emotional—when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence (domestic abuse)

Neglect—when a child is not being taken care of by the parents/guardians. It can be poor hygiene, poor diet, not keeping appointments for additional support, not attending school or being left home alone.

Staff conduct

If you are concerned about the conduct of a member of staff, following an observation or disclosure, the following actions must be taken:

Immediately inform the Headteacher. In their absence immediately inform the Deputy Safeguarding Officer. If the disclosure is about the Headteacher inform the Chair of Governors.

Keeping Yourself safe

- ◆ Be professional. Be careful how you interact with or speak to a child; the child may interpret it differently.
- ◆ Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- ◆ Avoid being on your own with a child, always ensure the door is open and that you are visible to others.
- ◆ Don't do anything for a child that he or she can do for themselves. Remember ... if in doubt... ask