Visitors in School Safeguarding Guide

Safeguarding Statement

The Priors School is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment. This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it please speak to any of the contacts named within.

Please keep the 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 Designated Safeguarding Lead – Mr Emms.

If you are concerned about the conduct of a member of staff or volunteer in our school, you must contact the Head Teacher – Mr Emms.

Visitor Procedures

All visitors **must** sign in at Main Reception

- All visitors will be issued with an appropriate sticker which must be displayed at all times whilst on the site
- Visitors will be asked to remain under the supervision of a designated member of staff whilst on site.
- Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, when possible, to avoid disappointment
- If you are seeking an urgent appointment please report to the Main Reception and we will arrange for you to see a member of staff on duty
- All visitors **must** sign out at the Main Reception and return their visitor sticker before leaving the site

What do I do if I am worried about a child?

If you become concerned about:

* Something a student says
* Marks or bruising on a student
* Changes in a child's behaviour or demeanour

You must inform the Designated Safeguarding Lead.

- If you feel that a child may be at risk of harm but are not sure then inform the Designated Safeguarding Lead immediately who will offer advice and take appropriate action.
- Child abuse happens to all children regardless of gender, culture, religion, social background and those with or without a disability.
- A copy of the school's safeguarding policy is located in the school office. Sometimes a child may disclose information to you. If this happens then the following actions must take place.

What do I do if a child discloses they are being harmed?

- React calmly
- Listen carefully to the child, particularly what is said spontaneously
- Do not promise confidentiality. Explain to the child that you may need to pass on the information if you are worried about their safety.
- You may clarify your concern using "tell, explain, describe or outline" but as soon as you concern is confirmed ask no further questions as further enquiries may be compromised. **Only trained investigators should question a child.**
- Reassure the child that they have done the right thing
- Record carefully what the child says in their words including how and when the account was given on the green form. Date, time and sign the record. Pass this on to the Designated Member of Staff for Safeguarding immediately.

Types of Harm

Everybody has a responsibility to keep all children under the age of 18 safe and applies to both the home and school environment. Harm is identified in four ways:

Physical—This is when a child is deliberately hurt or injured

Sexual—This is when a child is influenced or forced to take part in a sexual activity. This can be a physical activity or none physical, e.g. being made to look at an inappropriate image.

Emotional—This is 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

Neglect—This is when a child is not being taken care of by their parents. It can be poor hygiene, poor diet , not keeping appointments for additional support, not coming to 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 take place:

- Immediately inform the Head Teacher
- In their absence, immediately inform the deputy head teacher.

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 that a door is open and that you are visible to others.
- It's best not to do anything for a child that he or she can do for him or herself.
- Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident, time and date it and pass it on to the Head Teacher.
- If you have concerns about the conduct of staff, it is your responsibility to inform the Head Teacher

Remember… if in doubt… ask.

Safeguarding Staff

Designated Lead – Mr Ricky Emms. Deputy Designated Lead – Mrs Ingrid Spencer