

Visitor and Volunteer Safeguarding Information

Safeguarding Information

All staff and visitors alike have a responsibility for safeguarding our pupils. To ensure this we ask the following:

- All visitors must sign in at Reception and read the relevant safeguarding material.
- Visitors will be issued with a badge that must be worn and visible at all times.
- Visitors should remain in Reception until under the supervision of a designated member of staff.
- **Place your mobile phone in your bag and you will be given a locker to store it in whilst you visit.**
- In the event you do need to use your mobile phone or camera enabled device, please do so in an area that is not accessed by the children, this includes corridors. Such places could be in one of the offices or in the staff room.
- Do **not** take pictures, videos or sound recordings of any pupils unless you have sought permission from the school.
- If you are working with a child, please ensure the class teacher is aware of this, where you are working and approximately how long for.
- If you are working with a child, please do so in a space that is open, or have an open door or visible by others through a window.
- If you have a concern about a child please pass this on to the child's class teacher, who will then follow our safeguarding procedures. If they are not available, please speak with one of our Designated Safeguarding Leads (DSL) –names can be found on the back of your visitor badge. If you have a concern about another adult in school, please ask to speak to the head teacher or a DSL.
- Always share concerns with school staff, no matter how small they may appear, and don't keep them to yourself.
- If a child says something to you that you think could be a safeguarding concern, act as above, and if possible write down what was said immediately. Listen to the child, do not question them or promise them that it will remain confidential between the two of you. 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 ability or disability.
- A copy of the schools Safeguarding policy is located on the schools website and within the school office.

Types of harm

We all have a responsibility to keep children (under the age of 18) safe, both at home and in school. Harm is identified in four 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 be a physical activity or no-physical, e.g. 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.

Neglect - when a child is not being taken care of by their parents/ guardians. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left home alone. REMEMBER...if in doubt...ask Please do not leave our school with

If a child discloses they might be subject to abuse:

React calmly.

Listen carefully to the child, particularly what is said spontaneously.

Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety.

Do not ask leading questions or make judgements. Clarify and check your concern if you feel that you are not sure, by using, for example, "tell (T), explain (E), describe (D)" but as soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries.

Only trained investigators should question a child.

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. This must then be dated and signed and immediately passed to one of the DSLs.

Fire/Emergency Procedures

Any person discovering a fire must:

- Operate the nearest fire alarm. (The fire service will be called immediately by dialling "999" using the nearest telephone, when appropriate).

On hearing the fire signal:

- When in class the order to evacuate will be given by the teacher, who will indicate the route to be followed.

- When not in class form a single file and move by the most direct route to the place of assembly (school playground).
- At all times, act quietly and calmly.
- Do not stop to collect your personal belongings.
- Once within the playground, please make yourself known to the School Business Manager and/or member of the school office team.

First Aid

If a child requires first aid assistance when in school, please contact a member of Gisburn Road staff who will then take over and deal with the incident appropriately. If you need any first aid assistance , please see our receptionist who will assist you.