



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/volunteering in our school. If you are unclear about anything in this leaflet, 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 one of the designated Safeguarding Team. If you are concerned about the conduct of a member of staff or volunteer in our school, you must contact the Designated Lead.

Our Safeguarding team

Duncan Holland - Deputy Head (designated lead)

Hazel West - Headteacher

Safeguarding Guide for School Visitors and Volunteers

All children have the right to grow up safe from harm. No child should suffer harm, either at home or at school. Everyone who works in our school has a responsibility to make sure that all our young people are safe. Please ensure you wear an identity badge at all times in the school.

This leaflet has been given to you to make sure you understand what is expected of you.

Keep the leaflet in a safe place so that you can read it again if you need to. Our safeguarding policy is also available to read on the school website under Information, Policies

If you are worried about the safety of any pupil in our school, you **MUST** report this to the person named on this leaflet.



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 himself 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 one of the Safeguarding Team
- If you have concerns about the conduct of staff, it is your responsibility to inform the Safeguarding Lead officer named on this leaflet

What does child abuse look like?

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 non-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.

If a child discloses that they are being harmed, I should...

- 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, explain, describe or outline”. 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. Date, time and sign the school Concern Form (in the staff room folder). Pass this on to the Designated Member of Staff for Safeguarding immediately or to one of the Safeguarding Team.



Remember to:

- Sign In/Sign Out at reception when visiting or volunteering in school
- Wear a Visitors badge
- Complete a DBS check
- Read the relevant policies
- View the Volunteer/Visitor Powerpoint

If you are unsure of anything then just ask!