



SAFEGUARDING GUIDE FOR SCHOOL VISITORS AND VOLUNTEERS

Welcome to Belgrave St Peter's C of E Primary School

We are committed to safeguarding and promoting the welfare of children. As such, 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. It gives information about our safeguarding and Emergency Procedures. Please keep the leaflet in a safe place so that you can read it again if you need to. We hope you enjoy your time at our school. If you have any questions or there is anything you do not understand, please speak to a member of staff on the front desk who will be able to explain this. By entering our school, you are agreeing to abide by the information in the leaflet.

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 Head teacher.
- In their absence, immediately inform the Deputy Head teacher.

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. This is on the school field.
- A map of evacuation is in every room in the school. □ At all times act quietly and calmly.
- Do not collect personal belongings

First Aid

If a child requires first aid, please contact one of the first aid team. You can find the details of those who are first aid trained in every classroom around the school or any member of staff will be happy to assist you. Do not administer first aid yourself.

Keeping ourselves safe:

- All visitors must sign in at Reception on arrival.
- Visitors will be issued with a badge that must be worn and visible at all time
- Visitors are asked to read this leaflet in full on arrival on their first visit.
- Visitors should remain in Reception until under the supervision of a designated member of staff.
- Mobile phones are not used whilst on the school site.
- Photographs are not to be taken unless by prior agreement.
- Be a good role model to our pupils by being respectful, fair and considerate to others.
- Report to staff any unacceptable behaviour.
- When working with our pupil(s) ensure you are always visible to others.
- All visitors must sign in and out at Reception (including regular volunteers).

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 school Safeguarding Policy is located in the school office and staff room. You can also find a copy on the school website.

Types of harm

We have a responsibility to keep children (under the age of 18) safe, both at home and in school. Harm can be identified in four ways:

- Physical – when a child 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 inappropriate images.
- 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, and not keeping appointments for additional support, not coming to school or being left at home alone.

REMEMBER: If in doubt, ask! Please do not leave our school without telling someone or doing something.

If a child discloses they might be subject to abuse:

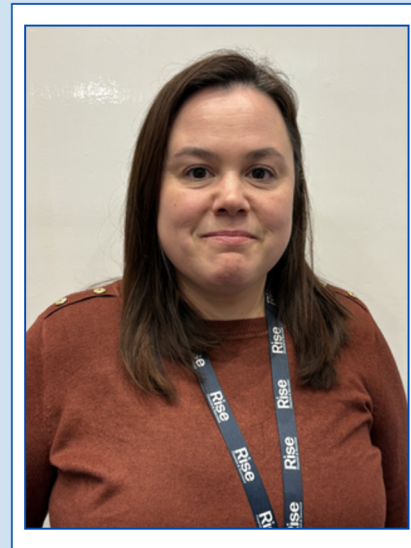
- React calmly
- Listen carefully to the child, particularly what is said spontaneously.
- Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety.
- Reassure the child that they are doing the right thing.

- Do not ask leading questions or make judgements. Clarify and check your concern if you feel 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.
- Record carefully, on paper what the child says in their own words including how and when the account was given. This must then be dated, signed and immediately passed on to one of the Safeguarding Team.

The Safeguarding designated lead and other DSLs at Belgrave are :



**Mrs Ouriach
Designated
Safeguarding Lead**



**Mrs Lloyd-Trwick
Deputy Designated
Safeguarding Lead**



**Miss Varia
Deputy Designated
Safeguarding Lead**



**Mrs Mistry
Deputy Designated
Safeguarding Lead**



**Miss Townend
Deputy Designated
Safeguarding Lead**

Keeping children safe is everyone's responsibility

