



Safeguarding Advice for Visitors

**Keeping
children safe
is everyone's
responsibility**



Please sign in on arrival and collect your visitors badge. Please wear the badge at all times to avoid being challenged by staff or students.

General Information

Fire and emergency evacuation:

If the fire alarm sounds, please leave the building immediately by the nearest exit and assemble in the large playground. Our staff will direct you to report to a Fire Warden.

First Aid

Please ask at the school office you need assistance.

Accidents and Incidents

Please report these to Reception.

Access to the Internet

All users of the school systems and Wifi must comply with the Acceptable Use of ICT policy. Please ask reception for a copy if required.

Visitors' Toilets

Located next to the work room. . Please ask a member of staff for directions.

As a visitor please remember:

- If you are working in a 1:1 situation with a student, we must have confirmation that all the necessary safeguarding checks have been carried out including the Enhanced DBS disclosure.
- You must not have any physical contact with any student.
- You must never exchange personal contact details with a student or arrange to meet them outside of the school environment.
- Mobile phones should only be used at break times and not in the presence of children. Year group cameras are available should you need to take photos.
- The use of cameras and taking photographs is not permitted unless prior permission has been sought.

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

If, whilst working with a child, you become concerned for any reason e.g:

- Comment made by a child
- Marks or bruises
- Changes in behavior and demeanour

Please report your concerns to one of the designated leads mentioned on the back of this leaflet. The office staff will help you in finding them.

**What should I do if a child
discloses he/she is being harmed?**

- Record details as soon as possible, recording exact words and phrases used by the child. Forms for this purpose are pinned on the staffroom noticeboard
- This form must then be given to the safeguarding lead who will discuss the disclosure with you and deal with it in the appropriate way.
- Please sign and date all forms.

**What should I do if the allegation is against a
member of staff?**

You should report the allegation to the head teacher.

**What should I do if the allegation is about the
head teacher?**

Alert the Deputy Safeguarding Lead who will signpost you to the Chair of Governors.

**How do I ensure my behaviour is always
appropriate?**

Appropriate relationships with children are based on mutual trust and respect.

Please do not photograph children, exchange emails or text messages or give out your own personal details.

Please make sure you only use a mobile phone in the staffroom or outside the building. Use of a phone when children are in the vicinity is prohibited.



It is everyone's responsibility to ensure that our children stay safe. Each person who works in school, or visits, shares that responsibility.

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

Please do not hesitate to talk to any member of staff if you are unclear about anything you read.

If you have concerns about the safety of any young person in our school, you must report this to the Designated Safeguarding Lead.

For more information about our safeguarding procedures, please look on the safeguarding page of our website
www.thewinnsprimaryschool.co.uk

Contacts

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Headteacher

Fiona Judge

Deputy Heads

Brennan Millen

Designated Safeguarding Lead

Fiona Judge

Deputy Safeguarding Lead

Allison Tokeley