

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 children are safe.

This leaflet has been given to you to make sure you understand what is expected of you. Please ask the person who gave it to you if you are unclear about anything in it, and keep the leaflet in a safe place, so that you can read it again if you need to.

If you are worried about the safety of any child in our school, you **must** report this to a member of the Designated Safeguarding Team in school.



### Contacts

Headteacher: Mrs Becky Smith

### Designated Safeguarding Team

Mrs Becky Smith

Mrs Heidi Daulton

Mrs Stephanie Hibbitt

Miss Amy Rawding

Mr Richard Balaam

Mrs Julie Garratt

Mrs Lisa Neacy

### Governor with Safeguarding

### Responsibility:

Mrs Mikala Dainter

## St Michael's Church School



### SAFEGUARDING ADVICE

FOR  
VISITORS

Tel: 01733 306778

## Child Protection Advice for Visitors

As a school we are committed to safeguarding and meeting the needs of our children and we hope this leaflet will provide some useful advice and information when visiting St Michael's Church School.

### What are my responsibilities as a Visitor ?

All those who come into contact with children through their every day work whether paid or voluntary have a duty to safeguard and promote the welfare of children.

All visitors will be required to provide a letter of assurance from their employer which we will keep on file . On arrival you will also be asked to sign in on Inentry where you will be asked to take a photograph of yourself.

If you are a regular visitor to school we will require a DBS to be completed. Office staff will support you with this. If you do not have a DBS you will not be left unsupervised with children.



St Michael's Primary School. Safeguarding Policy is available from the School Office.

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

If whilst working with a child you become concerned about:

- Comments made by a child, marks or bruising on a child or changes in the child's behaviour or demeanour

Report these concerns to the class teacher, who will pass the information on to the school's Designated Member of Staff.

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

Although the likelihood of this is small it is important to know what to do in such an eventuality as children rarely lie about such matters:

- Listen to what is being said without displaying shock or disbelief; accept what is being said
- Allow the child to talk freely
- Reassure the child, but do not make promises that might not be possible to keep
- Do not promise confidentiality but explain to the child that you have to tell their teacher or Head Teacher in order that they can help
- **Do not interrogate or ask leading questions**
- Reassure the pupil that it is not their fault
- Stress that it was the right thing to tell
- Do not criticise the alleged perpetrator

Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child. Forms for are available from the staff room and should be completed and returned to the Designated Senior Member of Staff. Please ensure you have signed and dated the record.

### What should I do if the alleged abuser is a member of the school staff?

You should report such allegations to the Head Teacher.

### What should I do if the alleged abuser is the Head Teacher?

You should report such allegations to the Deputy Designated Senior Member of Staff who will notify the Chair of Governors.

### How do I assure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect.

As a volunteer you may well be working closely with children sometimes on a one to one basis. Children, especially when they are young, are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject this. You should, however, be careful about touching pupils.

If you are working with a pupil on his/her own always ensure that the door is left open or that you can be visible to others. Do not photograph pupils, unless requested to by the class teacher, exchange e-mails or text messages, or give out your own personal details. Please help us to safeguard the children in our care by following these guidelines.