

Haytor View Community Primary School & Nursery

Child Protection Information for Visitors

Learning together - enjoying success - aiming high - celebrating difference – enriching community



Safeguarding Responsibilities:

We are committed to safeguarding & promoting the welfare of children in our school, we expect all staff, volunteers and visitors to share this commitment and be responsible for their actions and behavior. We have a duty to ensure arrangements are in place in adherence with Section 175 of the Education Act 2002 and the Local Authority Safeguarding procedures.

This leaflet contains information about our expectations whilst visiting our school, keep this leaflet safe for your reference. Over the page, in **BLUE TEXT** are the arrangements for if you have concerns over the safety of a child or the behavior of an adult.

If you are concerned about the safety of any child in our school, you must report this to one of the Designated Safeguarding Leads:

- Scott Hampton – Head Teacher
- Sarah Butler – Deputy DSL
- Abi Shopland – Deputy DSL

If you cannot locate any of the persons above, please go direct to the school office to request support.

VISITOR ARRANGEMENTS:

All staff, including supply staff & regular visitors & volunteers are subject to a Criminal Record Check through the Disclosure & Barring Service (DBS), this is to ensure that we see to prevent unsuitable people from access to children. The Business Manager is responsible for maintaining this record.

Site Access, including Signing in and Out:

- All Visitors must sign in at Reception and be provided with a Visitor Badge which must be worn at all times when on site;
- Where Visitors have a photo ID, driving license or passport AND valid DBS, if appropriate they can have access to the school have without direct supervision;
- Where a visitor has **no photo ID and/or no valid DBS**, consideration is given where it is appropriate & necessary for them to access to the site, giving consideration as to whether children are on site. If it is considered appropriate to give site access to the visitor, the visitor is to be under the **DIRECT** supervision of a designated staff member at all times. They will NOT be allowed unsupervised access to children or the site;
- Volunteers and Students/Work Experience people are to be under the supervision of a designated staff member and not work unsupervised with children;
- All spaces have passive supervision, visitors must be visible by school staff & preferably doors left open;
- Visitors must sign out at Reception and return their visitor badge before leaving the school site.

Use of Mobile Phones, Cameras, iPads and PDAs:

- Visitors **MUST NOT** use smart phone, camera or other hand held device on site;
- The use of such a device by a visiting contractor or service provider must be authorized by a member of the school Admin/Leadership Team. The device **MUST** be linked to the purpose of the visit, it **MUST** be work and **NOT** personal devices;
- Contractors needing to use technology are reminded they **MUST NOT** take photographs or video recordings that show young people;
- Contractors or Service Providers using hand held devices will be supervised by a designated member of school staff when children are on site.

SAFEGUARDING ARRANGEMENTS:

Keeping Yourself Safe:

- Be professional at all times & treat all children equally, in order to avoid any misinterpretation;
- Avoid physical contact with children, don't do anything for the child that they can do for themselves. Seek support from a member of school staff if the child needs support which requires physical contact unless they are in IMMEDIATE risk of harm;
- Avoid being on your own with a child, always ensure you are visible to others & leave the door open where possible;
- Do NOT photograph children or exchange emails, texts, phone numbers or share your personal details including social networking information;
- Always tell a **Designated Safeguarding Lead** if a child touches you or speaks to you inappropriately, write it down including: date; time; location and exactly what happened/was said;

What should you do if you are worried about comments/marks/behaviour of a child or the behaviour of an adult?

- Always & Immediately tell a **Designated Safeguarding Lead** if you have concerns over a child who might be at risk of harm, they will leave whatever work they are engaged with;
- Write the details down including: date; time; location and what exactly happened/was said. Also record your name;
- DO NOT discuss your concerns with the child and do not seek to investigate;
- If you have concerns over a member of staff, always inform the **Head Teacher** or in their absence alternative **Designated Safeguarding Lead**, if you have concerns regarding the Head Teacher inform the Chair of Governors whose contact details are available from the school office or school website;

How should I react if a Child discloses they are being harmed?

- Stay calm and listen carefully to the child, taking the child seriously;
- Do not seek to delay the child;
- Do not promise confidentiality, explain to the child you may need to share the information if you are worried about their safety;
- Do not question the child, allow the child to do the talking;
- Do not ask the child to repeat the disclosure;
- Do not show your own feelings, such as: anger; pity; shock;
- Reassure the child that they have done the right thing;
- Tell the child what you are going to do;
- Do write the disclosure down including: date; time; location and exactly what happened/was said. Also record your name;
- Do not interpret what was said, just record what was said using the child's words;
- Do not take any photographs of the child or injuries;
- Immediately inform the disclosure to a **Designated Safeguarding Lead**.

Confidentiality:

- In visiting our school you may have access to confidential information, which might be sensitive;
- Information relating to a pupil or family **MUST NEVER** be disclosed to anyone other than via the school's agreed protocols;

Supporting School Visits and After School Clubs:

- Visitors should take care when supervising pupils in a less formal environment/atmosphere;
- Visitors remain in a position of trust and the same standards of conduct apply.