

## SAFEGUARDING CHILDREN PROCEDURES

As a visitor in our school, either as a volunteer, contractor or someone who is working with our children it is important that you are aware of our safeguarding children procedures.

Our children's wellbeing is our highest priority. It is important that all adults in school know what to do if they have any concerns about a child and avoid any situation that may put a child and themselves at risk.

There may be times when you have cause for concern. This could be marks or bruises, something a child says or the condition that they are in at school e.g. hungry or lacking personal hygiene.

You may be approached by a child who wants to talk to you about something that has or is happening to them. Children tend to choose someone they trust or know well.

***In every case you should discuss concerns with a designated safeguarding lead. In case of concern about the Head Teacher, contact Dr Moriarty, safeguarding Governor.***

### Looking for abuse

There are four categories of abuse

- **Physical**
- **Sexual**
- **Emotional**
- **Neglect** Some are obvious to spot - others may be well hidden.

If you have worked with a group of pupils for some time, you may see changes in behaviour. Some changes may not necessarily indicate that a child is suffering abuse or neglect. However it is important you pass on concerns however trivial to a designated safeguard lead as this information may be a small piece in a bigger picture.

## Disclosure from a child

If you are approached by a child wanting to talk, you should listen positively and reassure the child. Find a quiet place to listen and make sure you tell another adult what you are doing.

- **Stay calm and controlled**
- **Be prepared to listen**
- **Do not make judgements**
- **Do not show revulsion or distress**
- **Do not make any promises**
- **Do not promise confidentiality make sure they know you have to report concerns to people who can help**
- **Make sure that names and details are not revealed to anyone outside school.**
- **Do not question the child**
- **Reassure the child they have done the right thing to tell**

Dealing with issues of child abuse can be distressing but it is important to remember that children's names and details must remain **confidential**.

## Recording information

Any concerns should be reported to a designated officer before you leave the building and recorded on a Concern Form. (All class teachers will have these as do the school office)

Any notes should include

- Nature of your concern
- Evidence which led to your concern
- What was actually said by the child
- What you did/ said
- Your name, signature and date.

**It is not your responsibility to investigate any suspected cases of abuse but to pass on the information to the designated persons**

It may be that you have a concern which feels vague. Please discuss this with the designated child protection officers Mrs Patchett, Mrs Pemble or Dr Moriarty who will then be able to advise you further.

**OUR DESIGNATED  
SAFEGUARDING LEADS  
ARE: Mrs Patchett, Mrs  
Pemble and Dr Moriarty**

## Protecting yourself

Visitors to the school should ensure that anything they say or do with children is done openly and with the knowledge of staff in school.

**Do remember that other people could misinterpret your actions no matter how well intended.**

- Please ensure that you sign in and out in the appropriate book.
- If you have a DBS make sure the school office has a record of this.
- If you do not have a DBS please make sure staff are aware so appropriate precautions are taken.
- Always make sure that a member of staff knows where you are working
- Do not engage in inappropriate behaviour or contact
- Do not join in with children's contact games
- Do not make suggestive remarks or use inappropriate language
- Do not take children into a room on your own
- Do not make direct contact with children you have met in school by phone, email letter or social networking sites.

**Remember anything you say or do could be misinterpreted.**

## Health & Safety Advice

### Personal Security

Every visitor is asked to sign the visitor's book at the main entrance and to wear a visitor's badge.

Please keep valuables with you at all times.

If you do leave the building for a short time, please exit through the school office as you go. Please do not prop open or leave any open doors unattended which could allow access to unauthorised individuals.

### Fire Precautions

In the event of a fire alarm sounding continuously at any time, everyone must leave the building using the nearest fire exit – all are clearly marked. You will be directed to the assembly point on the school field which is at the rear of the school.

### First Aid Advice

In the event of an accident, please contact a member of staff who will assist you and enlist the help of a trained person. If you have a medical condition which you would like us to be aware of, so that we can offer some support, please inform a member of staff on arrival.

### Smoking

In order to maintain a healthy and safe environment, smoking is not permitted within the school buildings or the grounds. Please respect our no smoking policy.

### Aggressive Behaviour

The school will not tolerate verbal or physical aggression towards its staff. Behaviour of this sort will result in removal and a ban from site and possible prosecution.

### COSHH

If you are bringing materials covered by COSHH regulations onto the site, please leave a copy of the relevant documentation with the school office or caretaker.

### Work Equipment

Contractors coming onto site must report to the school office or caretaker before commencing work. All electrical equipment brought onto site must comply with current legislation and have been tested in line with the Electricity at Work Regulations.



**Bournebrook**  
Church of England  
(Voluntary Controlled) **Primary School**

## SAFEGUARDING, HEALTH & SAFETY GUIDE FOR VISITORS & VOLUNTEERS

If you have any queries regarding the information contained in this leaflet please contact our designated safeguarding leads  
**Mrs Patchett, Mrs Pemble or Dr Moriarty.**

Our governor responsible for safeguarding is **Dr Moriarty** and can be contacted through the school office or by email on [tonymoriarty@me.com](mailto:tonymoriarty@me.com)