

Safeguarding Information for Visitors

As a visitor in our school, either as a helper, supply teacher, contractor or someone who has come to work with our children in any other capacity, it is important that you are aware of our Child Protection Procedures. We have a Designated Safeguarding Person who is **Philippa Moore**, Headteacher and in her absence you should address any concerns to **Hellie Mann**, SENCO. If neither is available then you should contact one of our other Designated Safeguarding Persons – **Sarah Wood**, Deputy Headteacher, and **Chanel Galas**, Pastoral Worker.

It may be that you are approached by a child who wants to talk to you about something that has or is happening to them. They will tend to choose someone that they trust or know well and this will not always be their own class teacher. It may be someone that reads to them regularly and with whom they have formed a good relationship.

There may, however, be occasions when you have cause for concern either about marks or bruises on a child, something that they say, or the condition that they are in at school e.g. dirty, smelly or hungry.

Disclosure of abuse by a child:

- If you are approached by a child wanting to talk, you should listen positively and reassure the child. If you can, try and ensure a degree of privacy, but this may not always be possible.
- Whilst this may be an alarming situation to find yourself in, it is important not to let the moment pass - for every child that does finally disclose information, evidence shows that they have usually tried up to 12 times before.

Helping the child when abuse is disclosed:

- Be prepared to listen and comfort.
- Do not show revulsion or distress, however distasteful events are.
- Stay calm and controlled.
- Do not make false promises i.e. that you will keep the abuse a secret or that no-one else will be involved.
- Do not question a child: try to limit your involvement to listening.

Remember it is not your responsibility to investigate suspected cases of abuse, only to report them to the designated person immediately.

Guidance for recording information:

Please obtain a concern form from the school office to record your concern. This should be completed and returned to the Designated Safeguarding Person as soon as possible. It may be that you have a concern that feels very vague and would simply like to discuss your concerns with the Designated Safeguarding Person, please feel free to do so. It is important that you do not feel afraid about passing on concerns. The information may be a small piece in a bigger jigsaw and help to get a better understanding of what is happening for that child.

Whilst we have focussed on issues surrounding children we would stress that if you have any concerns or worries regarding the behaviour of adults within the school that you follow the same procedures as detailed above.

 <p>DSP Lead Philippa Moore Headteacher</p>	 <p>Deputy DSP Lead Hellie Mann SENCO</p>	 <p>DSP Sarah Wood Deputy Head</p>	 <p>DSP Chanel Galas Pastoral Worker</p>
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