RYEDENE PRIMARY AND NURSERY SCHOOL

SAFEGUARDING

INFORMATION FOR VISITORS

Keeping children safe is everyone's responsibility

WELCOME TO RYEDENE

As a visitor to our school, it is important that you are aware of our safeguarding procedures – please ask a member of staff if you are unsure of anything in this leaflet.

WHEN YOU ARRIVE & WHEN YOU LEAVE

- ✓ Be prepared to provide formal identification and, where required, evidence of your DBS Check (this may be a letter from an employer to confirm the appropriate DBS check has been obtained).
- ✓ Wear the ID provided when signing in – always keep it visible while on site.
- ✓ If you have parked on school site, provide your registration details when signing in.
- ✓ Sign out and hand in the ID provided when leaving the school site.

KEY SAFEGUARDING CONTACTS

HEADTEACHER Mr. Adam Toomer	**DESIGNATED SAFEGUARDING LEAD** Mr. Adam Toomer
DEPUTY DESIGNATED SAFEGUARDING LEADS Miss Helen Cooksey Miss Leanne Neicho Mr. Mark Pearson Mrs. Angela Smith Mrs. Lucy McNamara Mrs. Tracey Hall	**GOVERNORS FOR SAFEGUARDING** Mr. Philip Barefoot (Safeguarding Governor) Mr. Steve Robson (Chair of Governors)

WHAT IS ABUSE?

Abuse is maltreatment of a child. This may be neglect, any form of physical, emotional, or sexual mistreatment that leads to harm or injury, or failure to protect a child from harm. It can happen to any child regardless of their age, gender, race or ability and may be inflicted on the child by an adult/adult or another child or children.

IF YOU HAVE A CONCERN

WHAT TO DO • WHO TO TELL • HOW TO RESPOND

WORRIED ABOUT A PUPIL?

If you observe something or become aware of information about a pupil which concerns you while you are in school, share your concerns with the Designated or Deputy Designated Safeguarding Lead. The school office will arrange for you to speak to them if you cannot locate them.

IF A PUPIL MAKES A DISCLOSURE

- ✓ React calmly, listen without displaying shock, disbelief, or making judgements.
- ✓ Do not promise confidentiality – explain that you must share the information with the Designated Safeguarding Lead.
- ✓ Reassure the pupil, but only as far as is honest and dependable.
- ✓ Do not interrogate the pupil, ask leading questions or criticise the alleged perpetrator.
- ✓ Make accurate notes: date, time, place, your observations and exactly what the pupil has said. This can be recorded on a 'pink form' as a visitor or via CPOMS if the school employs you.
- ✓ Report your concerns immediately to the Designated or Deputy Designated Safeguarding Lead.
- ✓ Follow the school Child Protection Policy and procedures at all times.

CONCERNS ABOUT A MEMBER OF STAFF

Report concerns about the conduct of a member of staff to the Headteacher (or Deputy Headteacher in the Headteacher's absence). If your concern is about the Headteacher, report this to the Chair of Governors. The school office will provide contact details for the Chair of Governors if you need them.

KEEP YOURSELF SAFE

- ✓ Always speak to pupils calmly and respectfully.
- ✓ Avoid physical contact with pupils unless you are preventing them from harming themselves or others.
- ✓ Avoid being alone with any pupil unless there is a specific reason to do so and other staff are aware.
- ✓ Tell someone if a pupil touches you or speaks to you inappropriately; record the incident, including the time and date, and give this to the Headteacher / Designated Lead.
- ✓ Never exchange personal contact details with a pupil or arrange to meet them outside the school environment.
- ✓ Never have contact with a pupil on social media.
- ✓ Never use a personal mobile phone or camera near pupils.
- ✓ Never discuss confidential information outside school or on-line.

FIRE & EVACUATION

If the alarm sounds, exit by the nearest fire exit and go to the playground. Wait there until permission is given to re-enter. If you discover a fire, activate the alarm and inform a member of staff if possible.

FIRST AID

If you need assistance, inform a member of staff. Visitors should not treat pupils unless permission has been given. In an emergency call 999 for an ambulance.

ACCIDENTS

Report any accident to the school office. The accident book is in the main school office.

INTERNET

All users of school systems and Wi-Fi must comply with the school acceptable use and online safety policy. Ask the school office for details.

MOBILE PHONES

Phones are not to be used by staff or visitors except for work or in an emergency. Other use requires permission. Children must not be photographed or shared using mobile phones as photography devices.

KEEPING CHILDREN SAFE IS EVERYONE'S RESPONSIBILITY

