

## Scotch Orchard Primary School

### Visitor Procedures



**Safeguarding is everyone's responsibility regardless of role or status.**

Child Protection is just one aspect of safeguarding, - one that we as a school take very seriously. Report concerns to the right person, in person.

By safeguarding we mean:

- Protecting children from abuse or neglect
- Preventing impairment of the children's mental and physical health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- Creating opportunities to enable children to have optimum life chances in adulthood

#### **What should I do if I have concerns about a child?**

If you have any concerns about the welfare or safety of a child in our care, such as something a child says, suspicion that a child may be experiencing bullying or discrimination, marks or bruising on a child or changes in a child's behaviour, you must share it with a Designated Safeguarding Lead (DSL)

Our DSL's are named with their photo in the main entrance.

If a disclosure is made to you, it is important that you know what to do in such a situation and that you remain calm.

- **Listen** to what is being said without displaying shock or disbelief and accept what is being said.
- Allow the child to talk freely – listen rather than asking direct questions.
- Do not promise confidentiality but explain to the child that you may have to tell another adult in order for you to help them.
- **Re-assure** the child that it is not their fault and stress that it was right to tell someone.
- **It is not your responsibility to investigate the disclosure - Report the disclosure to a DSL without delay.**
- Record the date, time and details accurately.
- **Please do not leave school without informing a DSL.**

Children's names and personal details must remain confidential.

Any discussions that you feel you need to undertake for your own well-being should not enable the child to be identified to anyone else.

You must inform one of the following DSLs within 10 minutes if you are worried about a child.

## **Your Responsibilities**

All those who come into contact with children, whether paid or voluntary, has a duty to safeguard and promote the welfare of children.

- All visitors must sign in using the Inventory system in the entrance where they will be issued with a lanyard and visitor badge. This must be worn at all times. Be prepared to show your badge if requested to do so.
- Visitors will read a copy of the 'Safeguarding Information for Visitors'. The office staff will answer any questions you may have.
- Visitors must not use a smart phone or camera on site unless permission has been given.
- Visitors must sign out and return their pass before leaving. We kindly ask that you do not enter classrooms unless escorted by a member of staff or by prior arrangement.

## **Staff Conduct**

If you are concerned about the conduct of a member of staff following an observation or disclosure, the following actions must take place:

- Inform a DSL immediately.
- If your concern relates to Rhian Warrack, please contact the Director of Education, Deirdre Duggan, in the first instance. Contact details may be found from the school office.

## **The Prevent Duty**

We promote the British Values of democracy, rule of law, individual liberty, respect and tolerance and understand our responsibilities under Prevent.

## **Emergency procedures**

**Fire** - In the event of a fire, a bell will sound continuously. Please leave the building via the nearest exit. Please report to our Fire Marshalls.

**Lockdown** - In the event of the school having to implement the lockdown procedure, please follow the instructions of the member of staff in your location.

## **Accessibility**

We are an inclusive school and pride ourselves on creating a welcoming environment for all. If you have any specific requirements or need adjustments to help access the environment, please speak with the school office who will be happy to assist you. If your disability could prevent you from evacuating the building quickly in the event of an emergency, please make the school office aware so arrangements can be put in place to support you.

## **First Aid**

All classrooms have a basic first aid kit. We have several staff who are trained in first aid. If you or another person in school feels unwell, please speak to a member of staff immediately. Additional first aid supplies are located by the school office