

### Visitor Procedures

- All visitors must sign in using the Inentry system in the entrance where they will be issued with a lanyard and visitor badge. This must be worn at all times. Please be prepared to show your badge if requested to do so.
- Visitors will receive a copy of the 'Safeguarding Information for Visitors' which they must read. 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 Dr Warrack or Mr Chapman please contact the Director of Education, Deidre Duigan, 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. The fire assembly point is on the top playground. 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 along with a defibrillator.

**We sincerely hope you enjoy your visit. Should you have any questions, comments, or feedback, please speak Mr Chapman (Acting Head of School) or another member of staff.**

## Safeguarding Information for visitors and volunteers



**Scotch Orchard Primary School**  
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**WS13 6DE**  
**Tel: 01543 227400**

[office@scotchorchard.staffs.sch.uk](mailto:office@scotchorchard.staffs.sch.uk)



## Welcome to Scotch Orchard Primary School

Scotch Orchard Primary School is committed to safeguarding all children in our care. We hope this leaflet provides you with useful information and advice about how to uphold the principles of our Safeguarding policies and procedures.

A full copy of our Safeguarding policy can be found on our school website - [www.scotchorchard.staffs.sch.uk](http://www.scotchorchard.staffs.sch.uk)

### What is safeguarding?

**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

### 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.

## 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)

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.

## Who are the Designative Safeguarding Leads (DSLs) at Scotch Orchard?

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



**Mr James Chapman**  
Lead DSL



**Mrs Clare Rowley**  
DDSL - Family Support Worker



**Mr Alfie Eke**  
DDSL



**Mrs Elspeth Smith**  
DDSL



**Mrs Emma Thornton**  
DDSL

### DBS certificates

All staff, including supply staff, regular visitors and volunteers are subject to Disclosure and Barring Service (DBS) certificates. This is to help ensure that unsuitable people are prevented from working with or gaining access to children.

- Direct work with children should always be conducted in an open environment.
- You must avoid physical contact with children.
- Do not photograph children or exchange personal details.