

# Safeguarding Advice for Visitors and Volunteers

2017



'Putting the learner first'

**Our school is committed to safeguarding children and promoting children's welfare.**

We expect all of our staff, governors, trainees and visitors to share this commitment and maintain a vigilant and safe environment. We work in a safe manner and will always challenge inappropriate behaviour that could threaten the safety of our children. We also strive to educate our children on the importance of keeping themselves safe, we teach them to be vigilant.

**By signing in and out of our school, you are agreeing to follow the advice given within this leaflet. You will be given a lanyard of a certain colour:**

**Red** - Visitor who is not expected to work with any children. To be accompanied by a member of staff at all times.

**Green** - Visitor who has been cleared to work with children

**Purple** - School Governor

**Yellow** - Trainee Teacher

**Please wear your lanyard at all times. Any adult without a lanyard will be asked to collect one from the main office.**

Whilst you are at our school, if you have ANY concerns about a child's welfare or well-being, or have concerns about the behaviour of any adult within the school towards a child you must: Discuss your concerns without delay with the Designated Safeguarding Lead or member of the Safeguarding Team.

**The Safeguarding Team**

**Designated Safeguarding Lead : Mr Stephen George (Headteacher)**

**Deputy Safeguarding Leads: Mrs Lisa Seddon (Deputy Headteacher)**

**Mrs Emma George (Assistant Head for EYFS)**

**Mrs Rosemary Moffatt (Learning Mentor)**

**Mrs Frances Collis (Learning Mentor)**

**Chair Of Governors: Dr Kate Bennett**

**Safeguarding Lead Governor: Mrs Sarah Valentine**

Remember, it is important to share your concerns even if you are unsure. Anyone can make a referral to Knowsley Children's Services: **0151 443 2600**. The Local Authority Designated Officer (L.A.D.O) for Managing Allegations Against Staff can be contacted on **0151 443 4467**.

**If a child makes a disclosure to you:**

- Avoid being shocked or embarrassed.
- Listen to the child without interrupting them.
- Do not promise to keep a secret.
- Do not ask the child any leading questions.
- Reassure them that 'It's not your fault and you've done the right thing to tell me'.
- Immediately following the disclosure, report your concerns to the Designated Safeguarding Lead  
or one of the team listed above. Write down what the child has said using the child's own words and phrases. Sign and date the document and hand it to the Designated Safeguarding Lead. Ensure that we have contact details for you.
- Consider how best to manage your own feelings.
- Following reporting your concerns, remember that the disclosure and the child's identity should remain confidential.

The school has a full code of conduct to encourage safer working practices for all adults working with young people, including advice regarding e-safety.

**Remember:**

- Provide a positive role model to young people
- Dress appropriately, making sure your clothing is not likely to be viewed as offensive or revealing
- Treat all members of the school's community with respect and tolerance
- Work with children so that you can be easily viewed by a member of the school staff
- Respect a child's privacy and dignity
- Always be able to justify any physical contact you have with a young person
- Always report any situations that you may feel give rise to a complaint or misunderstanding in respect of your own actions

**NEVER:**

- Photograph a child without the school's permission
- Use your personal mobile phone in areas used by young people
- Ignore inappropriate behaviours towards children, either by other children or adults
- Share personal details with a child
- Meet or contact the child out of school including by text, email, Facebook or other social media.
- Give a child a lift home
- Discuss the school, children or adults working within the school on social media
- Make inappropriate comments to a child, including racist, homophobic, sexist or sexualised comments
- Swear
- Give gifts to a young person or show preferential treatment

**Health and safety**

▪ **Fire drills/Evacuation procedures.**

If you hear the fire alarm, please leave the building by the nearest signposted emergency exit. Muster points are located on the middle yard or on the back yard/field. If a fire starts, or there is some other reason for speedily leaving the building, the fire alarm should be activated. Please familiarise yourself with the position of the fire alarm activation boxes and extinguishers. All children should be escorted in a quiet line, orderly fashion to the school playground assembly points.

▪ **Smoking**

NO smoking is allowed on school premises, or within school grounds.

▪ **Security**

Staff or visitor lanyards should be worn at all times. All external doors must be shut (locked) after being used. Please check external doors are closed securely behind you.

▪ **Confidentiality**

The information you see and hear in school is confidential. It is NOT to be divulged to anyone else.

### ☑ Risk Assessment

Whilst risks are assessed on a regular basis with areas of concern kept under review by staff, Site Manager and outside agencies, anyone recognising situations which are potentially dangerous must report them immediately in order that they may be recorded and dealt with accordingly. Verbal and written reports are recorded and immediate action will be taken wherever possible.

### ☑ Reporting

On a day-to-day basis, any issues that are causing concern must be reported.

### ☑ Incident Reports

Any incident that may occur with members of the public or visitors and may pose a danger to the school must be reported to the Headteacher or member of the Safeguarding Team.

### Other Safeguarding Guidance:

#### **In the case of a fire follow the following procedures:**

There should be no delay in ringing (9)999 and requesting fire and police.

#### **If a child or member of staff needs emergency treatment or first aid:**

There should be no delay in ringing (9)999 and requesting an ambulance.

### PARKING

Prescot Primary School has limited parking spaces. We request that if you are staying all day, you use the 'long stay' car park on your left as you drive through the barrier. Cars may enter/exit here before 8.15am and after 3.40pm.

Please ensure that you give your registration into the main office, we may sometimes need to ask you to move your car.

Parents/Carers are not allowed to park on school premises unless agreed by the Senior Management Team.

### MOVEMENT AROUND SCHOOL

We have a fob/passcode system in place to access external doors. Please ensure that these doors are closed after transition from one area to another.

## The safety of our children is our prime concern.

Please ensure that your lanyards are returned to the school office before you leave the building.

### **Para. 2**

Safeguarding and promoting the welfare of children is **everyone's** responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means they should consider, at all times, what is in the **best interests** of the child.

**Keeping Children Safe in Education, September 2016.**