



It is everyone's responsibility to ensure that our children stay safe. Each person who works in school, or visits, shares that responsibility.

This leaflet has been given to you to make sure you understand what is expected of you as a visitor. Please do not hesitate to talk to any member of staff if you are unclear about anything you read.

If you have concerns about the safety of any young person in our school, you must report this to the Designated Safeguarding Lead.

For more information about our safeguarding procedures, or a copy of the full policy please ask a member of staff.

Contacts

Headteacher
Mr Cameron Mann

Designated Safeguarding Lead
Mr Cameron Mann

Deputy Safeguarding Leads
Mrs Bea Osbon (Nursery Lead)

Governor with Safeguarding Responsibility
Mrs Kate Langford
Mrs Alison Longley

Special Educational Needs Coordinator (SENCo)
Mrs Jo Littlechild

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**WEST BUCKLAND
PRIMARY SCHOOL
AND NURSERY**

Safeguarding:

**advice for all
visitors**

Upon arrival

Upon arrival in school you will be asked to sign in and present ID. If you will be working without a member of staff present (for example agency workers) you will be asked to provide a DBS certificate. Contractors will be asked to provide a risk assessment for any works they intend to carry out. Please do not be offended, this is in the interest of protecting our young people.

You will also be asked to wear a visitor's badge whilst in school.

Mobile phones are not permitted in school. You will be asked to leave your device at reception.

In Case of Emergency

In the unlikely event of the fire alarm sounding, please evacuate the school and proceed to the assembly point at the front of the school on the playground.

Please exit by the nearest doors as directed by a member of school staff.

For any other emergency please remain calm and follow the directions given by a member of staff.

What should I do if I am worried about a child?

If, whilst working with a child, you become concerned for any reason e.g:

- Comment made by a child
- Marks or bruises
- Changes in behavior and demeanour

Please report your concerns to one of the designated leads. The office staff will help you in finding them.

What should I do if a child makes a disclosure to me?

- Record details as soon as possible, recording exact words and phrases used by the child. Forms for this purpose are pinned on the staffroom noticeboard or available from the safeguarding lead.
- This form must then be given to the safeguarding lead who will discuss the disclosure with you and deal with it in the appropriate way.
- Please sign and date all forms.

What should I do if the allegation is against a member of staff?

You should report the allegation to the Headteacher.

What should I do if the allegation is about the Headteacher?

Alert the Deputy Safeguarding Lead who will signpost you to the Chair of Governors.

What is appropriate behaviour?

Appropriate relationships with children are based on mutual trust and respect.

Please do not photograph children, exchange contact details or give out any other personal details.

Please do not make unsuitable or misleading physical contact with a child.

Do not allow yourself to be in a situation whereby you are left alone with a child. No one should feel uncomfortable in any situation.

Please ensure your language is age appropriate at all times