

Occasional Visitor Procedures

- Visitors must **sign in** at the Main Office.
- Visitors will be given a pass, which must be worn at all times whilst on the site
- Visitors should remain under the supervision of a designated member of staff whilst on site
- All visitors must **sign out** at the main office and return their visitor pass before leaving the site

Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, wherever possible, to avoid disappointment.

If you are seeking an urgent appointment please report to the main office and we will arrange for you to see a member of staff on duty.

Regular Volunteers

- Volunteers must **sign in and out** at the Main Office
- Our regular volunteers have a valid DBS certificate (formerly CRB) and wear an identity badge.

Safeguarding Statement:

We are committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors to share this common commitment.

This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it please speak to any of the contacts named within. Please keep the leaflet in a safe place so that you can read it again if you need to.

If you are concerned about the safety of any child in our school, you must report this to one of the Safeguarding Team.

Our Designated Safeguarding Leads (DSL):

Stephanie Armstrong (Deputy Head)
Michelle Ginty (Headteacher)

Our Safeguarding Team includes:

Rachel Linkletter (Deputy Head)
Yasmin Hussain (Assistant Head)
Shannel Robinson (SENCo & KS2)
Carly Gurrin, Nursery Officer (EYFS & KS1)



Safeguarding Guide

for

School Visitors and Volunteers

safeguarding@salisbury.brent.sch.uk
www.salisbury.brent.sch.uk
020 7624 0311

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If you are concerned about a child or a child makes a disclosure:

- **React calmly**
- **Listen carefully** to the child, particularly to what is said spontaneously
- **Do not make promises of confidentiality.** Explain to the child that you must pass on the information if you are worried about their safety
- **Do not ask** leading questions or make judgements. Clarify and check your concern if you feel that you are not sure but as soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries.
- **Reassure** the child that they are doing the right thing.
- **Record** carefully what the child says in their own words including how and when the account was given. Date, time and sign the school Concern Form. Pass this on to the Designated Safeguarding Lead immediately or to one of the Safeguarding Team.

Types of Harm

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. These activities may be physical or non-contact.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

A copy of the school's 'Child Protection and Safeguarding Policy' can be found in the school staff room, main office and on the school website.

Staff Conduct

If you are concerned about the conduct of a member of staff, the following actions must be taken:

- Immediately inform the Headteacher
- In their absence, immediately inform one of the Deputy Headteachers

Keeping Yourself Safe

- Be professional. Be careful how you interact with or speak to a child, the child may interpret it differently
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others
- Avoid being on your own with a child, always ensure that a door is open and that you are visible to others
- It's best not to do anything for a child that he or she can do for himself or herself. Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident, time and date it and pass it on to one of the Safeguarding Team.
- If you have concerns about the conduct of staff, it is your responsibility to inform the Headteacher.

Remember...if in doubt...ask