

Ferndale Primary School

School Visitor

Safeguarding

Guide

2016

Safeguarding Staff

Designated Safeguarding Lead:

Mrs Ruth Gillett

(Headteacher)

Deputy Safeguarding Lead

Mrs Rachel Sutton (Deputy Headteacher)

Assistant Safeguarding Leads

Mrs Fay Langford

Mr Jimmy Martin

Mrs Carolyn Sykes

(Assistant Headteachers)

Designated Governor Safeguarding Lead:

Mr Steve Sparkes

(Chair of Governors)

Safeguarding Statement

Ferndale Primary School is committed to Safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this 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 this leaflet safe so that you can refer to it if needed.

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

If you are concerned about the conduct of a member of staff or volunteer in our school, you must contact the Headteacher.

It is everyone's responsibility to ensure children and young people are able to grow up safe from harm and danger.

identity to be checked before they start work; it may be necessary to be accompanied by a member of staff at all times, dependent on the nature of the work and the time of visit.

Welcome

This document is intended to give all visitors a brief overview of our Safeguarding and Child Protection Procedures.

As a visitor to the school please ensure that you follow these procedures:

- Sign in at the main reception and sign out when you are leaving.
- Ensure you wear a visitor badge and keep it visible at all times when in school.
- You should be accompanied by a member of staff (unless otherwise advised)

All visitors working on site must report to the main reception and arrange for their

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

If you become concerned about:

- Something a child says
- Marks or bruising on a child.
- Changes in a child's behaviour or demeanour

You must inform the Designated Safeguarding Lead.

If you are a regular visitor it is possible that a child may disclose a situation to you — our advice is that unless you have formal Safeguarding training, you should avoid situations where this is likely to happen.

However, it is possible this may not be an option so please follow the advice on the next page carefully.

What do I do if a child discloses they are being harmed?

- React calmly.
- Listen carefully to the child, particularly if what is said is spontaneous.
- Do not promise confidentiality, but tell the child what you will do next.
- Talk to the designated person about your concerns.
- Record all information — there are forms in the office.

In the event that you have any concerns about the protection or safeguarding of a child you should always aim to talk to the Designated Safeguarding Lead immediately.