What to do if you have concerns about a member of staff:

If you are concerned about the conduct of a member of staff following something you have observed or a disclosure, you must report this to the Headteacher or Deputy Headteacher in their absence using a "Pink Form". (These are available in the School Office).

If your concern is about the Headteacher, you must report this to the Chair of Governors. The School Office will provide contact details for the Chair of Governors, should you need them.

Health and Safety Advice

Fire and Emergency Evacuation

If the alarm sounds (a continuous ring), exit by the nearest fire exit and assemble with your class group or make your way to the playground at the back of the school. Please wait there until you are given permission to re-enter the building. If you discover a fire, please activate the alarm and inform the school office if possible.

First Aid

Many of our staff members are trained in First Aid. If you need assistance, please inform a member of staff. Visitors should not treat pupils unless permission has been given. In an emergency, inform the School Office and they will call 999 for an ambulance.

Allergies and Anaphalaxis

Some children in our school have allergies that can cause a severe and potentially life-threatening reaction called Anaphalaxis.

Preventing Exposure to Allergens:

- Never give a pupil food, drink or a treat unless a member of staff has confirmed it is appropriate.
- Do **NOT** share food or encourage pupils to share food or utensils.
- Tell a member of staff immediately if you become aware of a possible allergen exposure, spill or a child who feels unwell after eating or contact with a substance.

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 our school. If you are unclear about anything in it, please speak to any of the contacts named within.

Please keep this leaflet in a safe place so that you can refer to it again, should 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 Safeguarding Team

Designated Safeguarding Lead
Mrs D Dack (Headteacher)

Deputy Designated Safeguarding Leads
Mrs J Tinsley (Deputy Headteacher)
Mrs J Rayner (Pastoral Lead)

Safeguarding Guide
and
Health & Safety Advice
for
School Visitors
and
Volunteers

As a visitor to our school, it is important that you are aware of our safeguarding procedures.

Please ask a member of staff if you are unsure about anything in this leaflet.

"Safeguarding and promoting welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families, has a role to play"

(Keeping Children Safe in Education)

Visitor Requirements

All visitors should be prepared to provide formal identification and, where required, evidence of their Disclosure and Barring Service (DBS) check. (This may be a letter from an employer to confirm the appropriate DBS check has been obtained).

- All visitors must wear the ID provided upon signing in. This must be always worn and kept visible whilst on our site.
- Where visitors have parked on school site, they must ensure their registration details are recorded when they sign in.
- All visitors must sign out and hand in the ID provided when leaving the school site.

Mobile Phones and Devices

To help safeguard our pupils and protect their privacy, all visitors are asked to switch off their mobile phones on arrival and refrain from using mobile phones or other electronic devices while on school premises.

This includes mobile phones, smart watches, smart glasses and any other devices capable of taking photographs, recording audio or video, or transmitting images or information.

Photography, filming and recording are **strictly prohibited** anywhere on school premises. Visitors must not use devices to capture, store or share images, videos or recordings of pupils, staff or school activities.

Use of School Internet

All users of the school systems and Wi-Fi must comply with the E-Safety and Appropriate Use policy. Please ask at the school office for details.

For more information about the school's code of conduct for computing, please ask at the school office.

Keeping Everyone Safe

Adults visiting or working at Wentworth Primary School play an important part in the life of our school.

We can all play a part in keeping children safe whilst working on or visiting the school site. This is whether you are directly employed by the school, working as a volunteer, or are a visitor.

Whilst you are in school, you may be approached by a child who wants to talk to you about something that is concerning them. You may notice something that concerns you about a child; an unexplained bruise or the physical condition the child is in. In this case, to protect both you and the child, you must follow the guidance of this leaflet.

What to do to keep yourself safe:

- Always speak to children calmly and respectfully.
- Avoid physical contact with children unless you are preventing them from harming themselves or others.
- Avoid being alone with any child. You should not do so unless there is a specific reason to do so and other staff members are aware. If you are working with a child on their own, always ensure that the door is left open or that you can be visible to others.
- Always tell someone if a child touches you or speaks to you inappropriately. Record the incident, including the time and date, and give this to the Headteacher/Designated Safeguarding Lead.
- Never exchange personal contact details with a child or arrange to meet them outside of the school environment.
- Never have contact with a child on social media.
- Never use a personal mobile phone or camera around children.
- Never discuss confidential information outside of school or online.

What is Abuse?

Abuse is maltreatment of a child. This may be neglect, any form of physical abuse, emotional or sexual mistreatment that leads to harm or injury, or failure to protect a child from harm. It can happen to any child regardless of their age, gender, race or ability and may be inflicted on the child by an adult/adults or another child/children.

What to do of you are worried about a child:

You may observe something or become aware of information about a child which concerns you while you are in school. If you do, it is important that you share your concerns with the Designated or Deputy Designated Safeguarding Lead. The school office will make arrangements for you to speak to them if you cannot locate them.

What to do if a child makes a disclosure:

- React calmly, listen without displaying shock, disbelief or making judgments.
- Do not promise confidentiality. Explain that you must share the information with the Designated Safeguarding Lead.
- Reassure the child, but only so far as is honest and reliable.
- Do not interrogate the child, ask leading questions or criticise the alleged perpetrator.
- Make accurate notes (record the date, time, place, your observations and exactly what the child has said). Record this information on a **'Pink Form'** available from the school office.
- Report your concerns immediately to the Designated Safeguarding Lead, leaving the Pink Form on the Headteacher or Deputy Headteacher's chair if they are not immediately available.
- Always Follow the school Child Protection Policy and Procedures at all times.