

We are committed to protecting our pupils from harm and safeguarding their welfare both in and out of school. To ensure this, we ask that all staff, volunteers and visitors share this commitment too.

This leaflet contains information about our expectations while you are visiting us. If you have questions about these arrangements, please speak to any of the named contacts.

Keeping yourself safe

- Whilst on site, you must always remain professional, especially if you are a volunteer, trainee or on work experience. Please be aware that you may be escorted or supervised throughout your visit.
- Always be aware of how you speak to a pupil – they may interpret jokes or compliments differently.
- Avoid physical contact and do not make racist, homophobic or sexualised comments.
- You should avoid being alone with a pupil; however, if your duties require you to be alone with a pupil, always ensure that a desk is between you, the door is open, or you can be seen so that you are visible to others.
- If a pupil touches or speaks to you inappropriately, you must tell the Headteacher or Deputy and ensure you record the date and time of the incident.
- Where a pupil has told you that they are being harmed, you must not question the pupil and must report the incident to the DSL immediately.
- You must never share contact details with a pupil or arrange to meet them outside of school hours.
- Pupils should not be contacted through social media and you should not discuss the school, its teachers or its pupils across such platforms.
- Taking photographs or recording videos is not permitted unless consent has been granted by the headteacher for the relevant school activity.

Please see the reverse for details about types of harm

All Saints Primary School

Child protection and safeguarding guide for visitors



Useful contacts:

Below is a list of useful contacts should you have any queries or concerns.

DSL: Nigel Roberts

Deputy DSL: Lisa Regan

Safeguarding Governor: Catherine Bray

Email: office@bishopscaundle.dorset.sch.uk

All members of the public have a duty to call the police if a child is at risk of harm. The public can also contact:

Multi Agency Safeguarding Hub (MASH) on: 01202 228866

When in school - all concerns MUST be reported to staff, you will be asked to complete a form which will be seen directly by the DSL.

Safeguarding ALWAYS takes priority.

Visitor Procedures

All visitors, including trainee teachers, volunteers, parents, and those on work experience, must:

- Immediately report to the school office on arrival.
- Provide their details to the office staff, including their name, purpose of the visit, name of the pupil the visit affects / staff member who arranged the visit.
- Sign in using the visitors' sign in facility
- Display the ID badges & lanyard provided, at all times whilst on school property.
- Return ID badges and lanyards to the school office before departure or place them in the foyer postbox.
- Sign out via the visitors' facility upon departure.

All visitors will be made aware of the relevant school policies, including those in relation to health and safety, reporting a concern and emergency procedures

Reporting Concerns

You must inform the school's designated safeguarding lead (DSL); about:

- Something a pupil says.
- Marks or bruising on a pupil.
- A pupil's behaviour, or changes to their behaviour.

If a pupil discloses that they are being harmed you must:

- React calmly.
- Listen carefully.
- Not promise confidentiality; explain that you may need to tell somebody if the pupil's safety is at risk.
- Not question the pupil further – this should be done by somebody who is trained to investigate.
- Reassure the pupil that they have done the right thing.
- Take a record of what the pupil has said, including the date, time and how and when the information was received.

This information must be passed to the DSL immediately.

Should you have concerns about the conduct of a member of staff following an observation or disclosure, you must immediately inform the headteacher or, in their absence or if the concern regards them, the deputy headteacher.

There is no clear legal definition of 'child abuse' but there are laws to protect children from harm. Someone harms a child if they:

- treat them badly
 - make them ill
- stop them from growing and developing properly

The following is a list of possible forms of harm that pupils can face:

Physical abuse: Physical abuse is when someone deliberately hurts or harms a child, or makes them ill. Examples of physical abuse include hitting or shaking a child.

Domestic abuse: If a child sees or hears domestic violence or abuse between the adults in their home, this could be child abuse.

Emotional abuse: Emotional abuse is treatment which causes serious damage to a child's emotional development.

Examples of emotional abuse include when someone:

- constantly or unfairly punishes a child
- doesn't show a child they're responsible for any affection
- tells a child that they're worthless
- doesn't give a child opportunities to express their views
- prevents a child from taking part in normal social activities
- lets a child see or hear the abuse of someone else
- bullies a child, causing them to feel frightened or in danger - this includes online bullying

Sexual abuse: This is where a child is made to take part in sexual activities, whether or not they know what's happening and whether or not there is a threat of violence.

Sexual abuse of a child might involve:

- physical contact, for example, sexual touching or sexual assault
- non-contact activities, such as showing children pornographic images or grooming a child online, in preparation for abuse
- using young people in prostitution - it's always child sexual abuse to involve someone under 18 in prostitution

Neglect: Neglect is the ongoing failure to meet a child's basic physical or emotional needs. Someone might neglect a child on purpose, or they might not realise they're doing it.

Someone might be neglecting a child they're responsible for if they:

- don't provide adequate food, clothing and shelter for them- fail to protect them from physical and emotional harm or danger - this includes during pregnancy
- don't supervise them properly
- don't allow them access to appropriate medical care or treatment

Peer-on-peer abuse: Peer-on-peer abuse can involve domestic abuse, CSE, serious youth violence and harmful sexual behaviour