Instructions for Visitors and Volunteers

- All visitors must sign in at the office on arrival
- Visitors will be issued with a badge that must be worn and visible at all times
- Visitors are asked to read this leaflet in full upon arrival at their first visit
- Mobile phones are not to be used in school without permission from the Headteacher
- Photographs or video recordings are not to be taken unless prior agreement and consent has been agreed
- We ask all visitors to be a good role model to our pupils by being respectful, fair and considerate of others
- Please report to staff any unacceptable pupil behaviour
- Ensure you remain visible to other staff at all times
- Please remember to sign out and return your visitor badge on your way out.



If you feel that a child may be at risk of harm please immediately notify a member of the Safeguarding Team

They will offer advice and take the appropriate actions necessary.

Child abuse can happen to any child regardless of factors such as gender, culture, religion, social background, ability or disability.

Types of abuse
We all have a responsibility to keep children safe, both at home and school.

Harm can be identified in four ways:

Physical
Deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts.

Sexual
When a child is forced or persuaded to take part in sexual activities. This doesn't have to be physical contact, and it can happen online.

Emotional
When a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see others within their home fighting or using violence/aggression.

Neglect
The ongoing failure to meet a child's basic needs. This is dangerous and children can suffer serious and long-term harm.

If in doubt please speak to a member of staff – do not leave without acting on a concern.

If a child makes a disclosure to you:

- Stay calm
- Listen carefully to the child; particularly what is said spontaneously
- **Do not** promise confidentiality – explain to the child that you must pass the information onto a staff member who will be able to help further
- Do not ask any leading questions or make assumptions. If a question can be answered with a yes or no it is usually a leading question
- Reassure the child they are doing the right thing by telling someone
- Record carefully what has been said in the child's own language, including how and when the account was given. This must then be dated, signed and immediately passed to the designated safeguarding lead or deputy.

Safeguarding is everybody's responsibility; if you are unhappy with the response to your concerns and feel further action should be taken please remember you can also directly refer to Children's Social Care by contacting 01274 437500 or 01274 431010 outside of office hours.



Staff Conduct

If you are concerned about the conduct of a member of staff following an observation or disclosure please immediately inform the Headteacher or a senior member of staff.



Fire / Emergency Procedures

Please familiarise yourself with the fire evacuation procedures which are displayed throughout the school building.

On discovery of a fire please activate the nearest fire exit and assemble in the school playground.



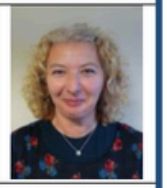
First Aid

If you require first aid, please go to the main office for assistance. If a child requires first aid, please make a staff member aware.

Safeguarding and Child Protection Procedure

In the event that you are concerned about the safety or welfare of a child, please contact a Designated Safeguarding Lead immediately.

Worth Valley Primary School
Designated Safeguarding Leads

			
Miss C Lodge Headteacher	Mrs R Page Deputy Headteacher	Mrs L Boothroyd KS2 Leader	Mrs C Oram Early Years Leader

If you believe a child is at immediate risk of significant harm, please contact:

Children's Social Care Initial Contact Point
Tel: 01274 437500

Out of Hours Emergency Duty Team
Tel: 01274 431010

If at anytime you have a concern regarding the behaviour of any staff member within the school, speak to the Headteacher. If the concerns are in relation to the Headteacher, please then speak to the School Business Manager, who can contact the Chair of Governors to discuss the concern.

WORTH VALLEY PRIMARY SCHOOL

Safeguarding Information for Visitors and Volunteers



Headteacher: Miss Ceinwen Lodge

Deputy: Mrs Rachael Page