

# Kentish Town CE Primary School Visitors Safeguarding Guide.

## Safeguarding Statement

Kentish Town CE primary School is committed to safeguarding and promoting the welfare of children and requires all staff, parents, 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 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 Designated Safeguarding Lead - Mr Grant Jacobson or Mr James Humphries.

If you are concerned about the conduct of a member of staff or volunteer in our school, you must contact the Head Teacher –Mr James Humphries. If your concern is regarding the Head Teacher please contact Colin Reader – Chair of Governors.

## Visitor Procedures

All visitors **must** sign in at Main Reception

- All visitors will be issued with an appropriate pass which must be displayed at all times whilst on the site.
- Visitors will be asked to remain under the supervision of a designated member of staff whilst on site.
- Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment.
- If you are seeking an urgent appointment please report to the Main Reception and we will arrange for you to see a member of staff.
- All visitors **must** sign out at the Main Reception and re-turn their visitor pass before leaving the site.

## What Do I Do if I am Worried About a Child?

If you become concerned about:

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

You must inform the Designated Safeguarding Lead. If you feel that a child may be at risk of harm but are not sure then inform the Designated Safeguarding Lead immediately who will offer advice and take appropriate action.

A copy of the school's safeguarding policy is accessible on the schools website and from the school office.

## What Do I Do if A Child Discloses They Are Being Harmed?

Should a child disclose information to you that is concerning, then the following actions must take place:

- React calmly
- Listen carefully to the child, particularly what is said spontaneously
- Do not promise confidentiality. Explain to the child that you may need to pass on the information if you are worried about their safety.
- You may clarify your concern using "tell, explain, describe or outline" but as soon as your concern is confirmed ask no further questions as further enquiries may be compromised. **Only trained investigators should question a child.** Reassure the child that they have done the right thing.

Record carefully what the child says in their words including how and when the account was given. Date, time and sign the record. Pass this on to the Designated Member of Staff for Safeguarding immediately.

## Safeguarding Staff

### **Designated Safeguarding Lead:**

Mr Grant Jacobson

### **Deputy Designated Safeguarding Lead:**

Mr James Humphries

### **Chair of Governors:**

Colin Reader

## Types of Harm

Everybody has a responsibility to keep all children under the age of 18 safe and applies to both the home and school environment. Harm is identified in four ways:

**Physical**—This is when a child is deliberately hurt or injured

**Sexual**—This is when a child is influenced or forced to take part in a sexual activity. This can be a physical activity or none physical, e.g. being made to look at an inappropriate image.

**Emotional**—This is 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 their parents, or visitors to the home, fighting or using violence

**Neglect**—This is when a child is not being taken care of by their parents. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left home alone.

## Staff Conduct

If you are concerned about the conduct of a member of staff following an observation or disclosure the following actions must take place:

- Immediately inform the Head Teacher
- In their absence, immediately inform the deputy head teacher.

Should your concerns be about the Headteacher then the Chair of Governors (Colin Reader) would need to be informed.

## 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 him 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 the Head Teacher.

**Remember... if in doubt... ask.**