

Spring 2024

Safeguarding version 5

Advice for visitors and
volunteers



*Safeguarding Advice ~ Version
Visitors and Volunteers*

TEAGUES BRIDGE PRIMARY SCHOOL

Reviewed on:	January 2024
Next review on:	January 2025
Staff Responsibility	Mrs S. Abdulla
Governor responsibility	Stephen Reynolds

SAFEGUARDING ADVICE FOR VISITORS AND VOLUNTEERS

Policy Statement

The purpose of this policy is to communicate our safeguarding practise to visitors and volunteers. It outlines the procedures in place for all visitors and volunteers.

Rationale

Our school is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment.

By signing in and out of the inventory you are agreeing to follow the advice within this leaflet. All visitors must wear the visitors badge provided at reception. An adult without a badge will be accompanied to the school's reception to confirm they have signed in.

Visitors must be accompanied at all times by a member of the school staff.

Unsupervised visitors:

If your visit involves unsupervised contact with young people you will be asked to show photographic ID provided by your employer and written confirmation that appropriate DBS checks have been made. You will also need to read the school's code of conduct for adults and part 1 of the DFE's guidance, 'Keeping Children Safe in Education'.

If you have ANY concerns about a child's welfare or well-being or have a concern about the behaviour of any adult within the school towards a child:

- *Record your concerns on the orange concern form.*
- *Make sure you only record facts and not opinions.*

- Ensure that you record your concern accurately and clearly.
- Take the form directly to the DSL, in the first instance the headteacher, Mrs Abdulla and discuss your concern.
- Any concern no matter how small needs to be recorded.

If a child makes a disclosure:

- Avoid being shocked or embarrassed.
- Listen to the child without interrupting them.
- Do not promise to keep a secret.
- Do not ask the child any leading questions.
- Reassure them that 'it is not their fault and they have done the right thing to tell you'.
- Immediately following the disclosure record the conversation, facts only not opinions and take this orange form to the DSL, Mrs Abdulla.
- Following reporting your concerns remember that the disclosure and the child's identity should remain confidential.
- Refer to your Safeguarding card during your visit to the school. The cards will identify the DSL's and a list of prompts.

If you have a concern regarding a member of staff:

- Speak directly to the headteacher - Mrs Sarah Abdulla

Please read the safeguarding leaflet once you have signed in at the school office. This will be handed to you, along with a list of the DSL's

If you have a concern regarding the headteacher.

- Raise your concern with the governors responsible for safeguarding:
- Stephen Reynolds (COG) - Stephen.reynolds@taw.org.uk
- Keven Evans - Kevins.evans2@taw.org.uk
- Record your concern in the same way as above

The school has a full code of conduct, which you can access from the head teacher.

Remember:

- Provide a positive role model to young people

- *Dress appropriately ensuring your clothing is not likely to be viewed as offensive or revealing.*
- *Treat all members of the school's community with respect and tolerance.*
- *Work with children so that you are visible by a member of staff.*
- *Respect a child's privacy and dignity.*
- *Only use appropriate language when talking to children and never raise your voice.*
- *Ensure children refer to you by name Mr/Miss/Mrs. . .*
- *Always report any situations or concerns that arise.*

Never:

- *Never discuss children or other members of staff in front of children.*
- *Never have conversations in corridors.*
- *Never photograph a child without the school's permission.*
- *Never use personal mobile phones in areas used by young people.*
- *Never ignore inappropriate behaviour towards children either by other children or adults.*
- *Never share personal details with a child.*
- *Never meet or contact the child out of school including by text, e-mail, Facebook or other social media or give a child a lift home.*
- *Never discuss the school, children or adults working within the school on social media. The schools name should not be used in any way on social media.*
- *Never make inappropriate comment so a child including racist, homophobic, sexist or sexualised comments.*
- *Never give gifts to a young person or show them preferential treatment.*

Key Safeguarding Staff:

DSL – Mrs Abdulla (Headteacher and DSL), Mrs Woods, Mrs Wilkinson, Mr Hale and Miss Mumford (DSL's – Designated safeguarding leads)

Chair of Governors – Stephen Reynolds

Governors responsible for safeguarding Stephen Reynolds and Reverend Kevin Evans

Other Safeguarding Guidance:

In the case of a fire follow the fire procedures:

- *These are displayed in every classroom and in all corridors*
- *Never delay in contacting the head or ringing and requesting fire and police...*

If a child or member of staff needs emergency treatment or first aid:

- *Contact a first aider - Mrs Garrett/Mrs Whitehouse/ Mrs Jones/Mrs Thompson.*
- *All staff are trained but the above are key designated first aiders.*
- *Emergency - There should be no delay in contacting the head and ringing 999 and requesting an ambulance*

Safeguarding statement

Teagues Bridge Primary School is committed to safeguarding and promoting the welfare of all 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 this leaflet, please speak to any of the contacts named within. Please keep this leaflet in a safe place so that they can refer to it if you need to.

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

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

Visitors Procedures:

- All visitor's must sign in at the main reception.
- All visitors will be issued with a pass, which must be displayed at all times whilst in the site.
- Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment.
- Visitors must not use a smart phone or camera whilst on site.
- Visitors must sign out at the Main Reception upon leaving.

Safeguarding Staff
Designated Safeguarding lead Supervision lead:
Mrs Sarah Abdulla

Designated Safeguarding leads:
Mrs Natalie Woods
Mr Mark Hale
Mrs Emma Wilkinson
Ms Emma Mumford

Safeguarding Governors:
Reverend Kevin Evans

Prevent Governor:
Mr Stephen Reynolds

Teagues Bridge Primary School

Teagues Crescent,
Trench,
Telford,
TF2 6RE

Telephone No: 01952 300450
Email: u2191@telford.gov.uk



Teagues Bridge Primary School



School Visitor Safeguarding Guide

Keeping children safe is everyone's responsibility



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 (DSL).

- If you feel that a child may be at risk of harm but are not sure then inform the DSL immediately and they will offer advice and take appropriate action.
- Be aware that Child abuse happens to all children regardless of gender, culture, religion, social background and those with or without a disability.

Sometimes a child may disclose information to you, if this happens the following actions must take place:

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

- Remain calm
- 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 recall' 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. It is important to:

- Reassure the child that they have done the right thing
- Record carefully what the child says in their words including how and when the assault was given. Date, time and sign the record. Pass this onto the designated member of staff for safeguarding immediately.

Everybody has a responsibility to keep all children under the age of 16 safe - this applies to both the home and school environment.

Indicators of abuse and neglect

Abuse - A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include: all treatment that is not physical as well as the impact of witnessing ill treatment of others. Abuse can take place wholly online, or technology may be used to facilitate a physical abuse. Children may be abused by an adult or adults or another child or children.

Physical Abuse - This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional Abuse - This may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or making fun of what they say or how they communicate, it may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's development capability as well as over protection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve witness bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Sexual Abuse - This involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offences of abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect - This is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy or it may involve a parent or carer failing to provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unnecessary removal to a child's basic emotional needs.

Other Safeguarding Issues

Child in Distress - It can happen both inside and outside of school and is likely to include but not limited to: bullying abuse or unmet personal relationships, physical abuse, infection/having sexual violence, sexual harassment

Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE) - Both CSE and CCE are forms of abuse that occur where an individual or group takes advantage of an imbalance of power to coerce, manipulate and deceive a child into being part in sexual or criminal activity.

Education - A vital or active operation to fundamental British Values

Relationships - a process by which an individual comes to support someone and without dialogue associated with formal groups

Sexual Violence and Sexual Harassment - an issue known to children of any age and as from primary to secondary days and into college. There are several issues. It can also occur through a group of children, a family, community or religious/humanities, any child or group of children.

Domestic Abuse - Domestic abuse can be a single incident or pattern of incidents. The abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home. All of which can have a detrimental and long term impact on their health, including, development and ability to learn.

Health/Child - mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

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
- In the absence of the head, immediately inform the nearest head

Keeping Yourself Safe

- Be professional. Be careful how you interact with and speak to a child. The child may attempt to offend you.
- Avoid physical contact with children unless you are protecting them, from immediately harming themselves or others.
- Avoid being on your own with a child, always ensure there is a 2nd person and you are visible to others.
- Do not meet to discuss anything for a child that he or she needs for him or herself.
- Always tell someone if a child makes you or speaks to you inappropriately. Log down the incident, time and date and pass on to the head teacher.
- If you have concerns about the conduct of staff it is your responsibility to inform the headteacher.

Remember If in doubt Ask.

 Our Safeguarding Team 		
Headteacher Safeguarding supervision lead	Sarah Abdulla	
Designated Safeguarding Lead Assistant Head	Natalie Woods	
DSL Year 6 teacher	Mark Hale	
DSL Year 3/4 teacher	Emma Wilkinson	
DSL Learning mentor	Emma Mumford	
Safeguarding Governor	Reverend Kevin Evans	
Prevent Governor 	Stephen Reynolds	