



School Visitor Safeguarding Guide

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 to a child's behaviour or demeanour

You must inform one of the Designated Safeguarding Officers.

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

Child abuse happens to all children regardless of gender, culture, religion, social background and those with or without a disability.

A copy of the school's safeguarding policy is located in the staffroom.

Sometimes a child may disclose information to you. If this happens then the following actions must take place.

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

- 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
- Reassure the child that they have done the right thing by telling you
- 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 Safeguarding Officers immediately where it can be logged onto the CPOMS software

Types of Harm

Everybody has a responsibility to keep all children under the age of 18 safe and this 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 physical activity, eg. 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 or carer. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left at home alone.

Prevent Duty

Castle Primary School is committed to complying with the Prevent Duty. We understand that it is essential for staff and visitors to be able to identify children who may be vulnerable to radicalisation and can assess the risk of children being drawn into terrorism and extremist ideas. The Department for Education's "The Prevent Duty" is available in the staff room and on our website.

Staff Conduct

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

- Immediately inform the Head Teacher, Mrs Cathy Noble.

Keeping Yourself Safe

- Be professional. Be careful how you interact with or speak to a child, the child may interpret it differently
- Avoid being on your own with a child, always ensure that a door is open, where possible, and that you are visible to others
- It's best not to do anything for a child that he or she can do for themselves
- 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
- If you have concerns about the conduct of staff it is your responsibility to inform the Head Teacher.

CPOMS

Castle Primary School uses a specialist software application called CPOMS to record any safeguarding, behavioural, welfare and child protections issues, this works alongside the School's existing safeguarding processes. By using CPOMS Senior Designated Officers can build a chronology around a child and be able to produce detailed reports when necessary, ensuring children are safe and fully supported across the School. CPOMS allows Staff to record information in a central repository and alert relevant people immediately. If you have an incident that needs logging please speak with a member of staff.

Safeguarding Statement

Castle Primary School is committed to safeguarding and promoting the welfare and safety of 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 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 or about the conduct of a member of staff or volunteer in school, you must report this to the Designated Safeguarding Officers.

If you are concerned about the Head Teacher speak to the Chair of Governors - Mrs Vicky Hill.

Visitor Procedures

All visitors **must** sign in at the Main Reception. Any electronic devices e.g. mobile phones should only be used in designated areas and when permission has been given by the Senior Leadership Team to do so.

All visitors will be issued with an appropriate pass which must be displayed at all times whilst on 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, when possible, to avoid disappointment.

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 on duty.

All visitors **must** sign out at the Main Reception and return their visitor pass before leaving the site.

Safeguarding Staff

Designated Safeguarding Lead

Cathy Noble
Head Teacher



Deputy Designated Safeguarding Lead

Mrs J Gardner
Pastoral Support



Other trained Child Protection Officers:



Mrs C Paton
Assistant Head Teacher



Mrs R Thorne
EYFS Lead



Miss A Green
SENDCo

Chair of Governors: Vicky Hill