

## Visitor Procedures

**When you visit English Martyrs there are some guidelines we would like you to follow:**

- Wear your badge at all times so that we know you have signed in and you are authorised to be in school.
- If you are a regular visitor and have a DBS certificate then we will need to see this for our single central record.
- Please do not use your mobile phone whilst in school for any reason - the school landline is available.
- Follow the schools Health and Safety guidelines which are included in this leaflet.
- If you see anything at all in relation to the safeguarding of children that concerns you, please ensure that you report this to one of the DSLs. You can find there information in this leaflet.
- Please ensure that you sign out and return your badge to the office on leaving.

**For further information regarding locality safeguarding please visit:**



<https://seftonscp.org.uk>

## What to do if I am worried about a child?

If you become concerned about:

- **Something a child says**
- **Marks on a child**
- **Changes in a child's demeanour**

Please report these concerns to the class teacher or a member of school staff who, if they feel appropriate, will pass the information on to one of the school's **Designated Safeguarding Leads**. Child abuse can happen to all children regardless of gender, culture, religion, social background and those with or without disability.

### What to do if a child discloses they are being harmed?

Whilst this can be an alarming situation it is important that you know what to do in such an eventuality and for you to stay calm and controlled.

- Listen carefully to the child, particularly what is said spontaneously;
- Remember not to show shock or disbelief;
- Do not promise confidentiality. Reassure the child but do not make promises that might not be possible to keep;
- Reassure the child that you will pass on the information to the relevant person who will be able to help them;
- Do not interrogate or ask leading questions;
- Reassure the child that it is not their fault: stress that it was right to tell;
- Record carefully what the child says in their words including how and when the account was given.

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## Health & Safety

### Fire:

In the event of a fire alarm please use the nearest fire exit and make yourself known to a member of staff. If you are responsible for a class or group of pupils please make yourself aware of the nearest fire exit to where you are based and the procedures for safe evacuation and recording the safety of those you are responsible for.

### Accidents and illness:

All accidents, regardless of severity, need to be reported to a first aider. Staff will inform you of the first aider nearest to where you are based. All accidents will be logged in the accident book.

Should you require a comfort break during your visit, a member of staff will be happy to direct you to our adult facilities.

### Pupil Behaviour:

During your visit you might observe a pupil struggling to manage their behaviour. We would like to reassure you that staff have been trained to manage these situations keeping the child, themselves and others safe. You can help by moving away and by distracting the other pupil. Please be aware that a member of staff may ask you to leave the room until the situation has calmed.

# Visitor Code of Conduct

- Treat everyone with respect
- Provide an example you would wish others to follow
- Remember someone else may misinterpret your actions no matter how well intended
- Do not jump to conclusions without checking
- Do not permit abusive activities such as bullying or ridiculing
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others
- Do not make suggestive remarks, gestures, or tell sexist racist or homophobic jokes
- It is best not to do anything for a child that he or she can do for him/herself
- Always tell someone if a child touches you or speaks to you inappropriately.

If you are concerned about the conduct of a member of staff during your visit the following actions must take place

- **Inform the Head Teacher immediately;**
- **In their absence, inform the Deputy.**

**A copy of the school's Child Protection policy can be found on the school website:**  
<https://www.englishmartyrs.co.uk/our-school/our-policies>

# Safeguarding Statement

At English Martyrs safeguarding is everybody's responsibility. Our mantra is **'it could happen here'** therefore everyone is expected to be vigilant about children's safety and welfare. We expect all staff, volunteers and visitors to share this common 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 one of the Designated Safeguarding Leads (DSL).

## Our Safeguarding Team:



**Designated Safeguarding Lead - Lewis Dinsdale** (*headteacher*)  
[ldinsdale@englishmartyrs.co.uk](mailto:ldinsdale@englishmartyrs.co.uk)



**Deputy Safeguarding Lead - Clare Jasper** (*Deputy head*)  
[cjasper@englishmartyrs.co.uk](mailto:cjasper@englishmartyrs.co.uk)



**Deputy Safeguarding Lead - Michelle Bowden** (*Learning Mentor*)  
[bowdenm@englishmartyrs.co.uk](mailto:bowdenm@englishmartyrs.co.uk)

The Safeguarding Notice Board in the staffroom has more information.

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# Visitors



All staff and Governors at English Martyrs fully recognise that they have a duty to ensure arrangements are in place for safeguarding and promoting the wellbeing of children (*Section 175 of the Education Act 2002*).

We adhere to Sefton Safeguarding Children Board Procedures and Keeping Children Safe in Education 2024 (KCSIE).