

REPORTING INFORMATION

Any concerns should be reported to designated safeguarding lead as soon as possible.

It is not your responsibility to investigate any suspected cases of abuse but to pass on the information.

If you feel unable to follow school procedures you may contact

**Westmorland and Furness
Safeguarding Hub on 0300 373 2724**

Or the NSPCC:



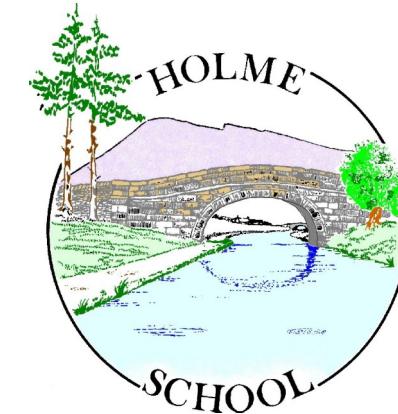
It is essential that everybody working in a school or college understands their safeguarding responsibilities. (KCSIE, 2023)

KEY INFORMATION FOR VISITORS

- ◊ Please ensure that you sign in and out.
- ◊ Please collect a visitors badge from the school office and wear it at all times.
- ◊ If you have a DBS Check make sure the school office has a record of this.
- ◊ If you do not have a DBS Check please note that you will be supervised during your visit.
- ◊ Always make sure that a member of staff knows where you are working.
- ◊ Always engage in appropriate behaviour
- ◊ Do not join in with children's contact games or pick children up.
- ◊ Do not make suggestive remarks and always use appropriate language.
- ◊ Do not take children into a room on your own.
- ◊ Do not take pictures of the children without the consent of staff.
- ◊ Do not make direct contact with children you have met in school by phone, email, letter or social media.

PROTECTING YOURSELF

Visitors to the school should ensure that anything they say or do with children is done openly and with the knowledge of staff in school.



Safeguarding Information 2023

for visitors, contractors
and volunteers.



SAFEGUARDING CHILDREN PROCEDURES

As a visitor in our school, either as a volunteer, contractor or someone who is working with our children it is important that you are aware of our safeguarding children procedures.

Our children's wellbeing is our highest priority. It is important that all adults in school know what to do if they have any concerns about a child and avoid any situation that may put a child and themselves at risk.

There may be times when you have cause for concern. This could be marks or bruises, something a child says or the condition that they are in at school - e.g. hungry or lacking personal hygiene. You may be approached by a child who wants to talk to you about something that has or is happening to them.

Children tend to choose someone they trust or know well.

ALL CONCERNS SHOULD BE PASSED ON IMMEDIATELY TO:

Designated Safeguarding Lead

Mr Craig Dewar-Willox - Headteacher

head@holmeschool.cumbria.sch.uk

01524 781205

Deputy Designated Safeguarding Leads

Mrs Rebecca Shepherd

rshepherd@holmeschool.cumbria.sch.uk

01524 781205

Mrs Louise Burton—Pupil Support Manager

lburton70@holmeschool.cumbria.sch.uk

01524 781205

Concerns about the Headteacher should be passed to the chair of governors.

Safeguarding Governors:

Mrs Celia Bateman

cbateman@holmeschool.cumbria.sch.uk

Mrs Susan Turner (Chair of Governors)

sturner@holmeschool.cumbria.sch.uk

HANDLING A DISCLOSURE FROM A CHILD:

- ◊ Stay calm and controlled
- ◊ Be prepared to listen
- ◊ Do not make judgements
- ◊ Do not show revulsion or distress
- ◊ Do not make any promises
- ◊ Do not promise confidentiality- make sure they know you have to report concerns to people who can help
- ◊ Make sure that names and details are not revealed to anyone outside school.
- ◊ Do not ask leading questions
- ◊ Reassure the child they have done the right thing to tell

If you are approached by a child wanting to talk, you should listen positively and reassure the child. Find a quiet place to listen and make sure you tell another adult what you are doing.

Dealing with issues of child abuse can be distressing but it is important to remember that children's names and details must remain confidential.