



Safeguarding Advice for Visitors to Longmoor Community Primary School

Welcome to our school. We are pleased that you have chosen Longmoor as a place to visit, whether it be a one off or frequently.

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 imperative that we work in a safe manner and challenge inappropriate behaviour that underpins this commitment. By signing in and out of the e-portal (screen in Reception waiting area) you are agreeing to follow the advice within this leaflet.

Mr. M. Garside

Headteacher

Mrs. E. Garside

Designated Safeguarding Lead

Key Staff

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| Headteacher | Mark Garside | DSL | Ellie Garside |
| Assistant Headteachers | Linda Bishop Luke Rimmer | Deputy DSLs | Mark Garside Angela Haynes |
| Chair of Governors | Mark Rea | Safeguarding Governor | Fran Rea |
| School Business Manager | Donna Coburn | | |

Safeguarding Display

Safeguarding information, including the contact details for Children's Services can be found on the 1st Floor, outside the DSL's Office.

Fire Evacuation

Please familiarise yourself with the school's evacuation procedure on display in each room of the school.

Health and Safety

Report Immediately to the School Business Manager (Donna Coburn) any incidents, 'near misses' or injuries. She can be contact on Ex. 203, or found near the main office on the ground floor. Most members of the Learning Support Team are First Aid Trained.

Identification

All visitors must wear a visitor's badge provided by reception. A red badge will be given to those who do not have proof of DBS. An adult with a red badge MUST be accompanied by a member of staff at all times and will not be allowed alone with children.

If your visit involves unsupervised contact with children, you will be asked to show the photographic ID badge provided by your employer and written confirmation that you have an Enhanced DBS Certificate including a Barred List Check. You may be required by the school to present your Enhanced DBS Certificate.

Requirements

You will need to read and understand the school's Code of Conduct for Adults and Part 1 of the DfE's Guidance, 'Keeping Children Safe in Education'. The school's Child Protection Policy is available on the school's website. If you require paper copies of the above policies, please ask at the school office.

Types of abuse

We all have a responsibility to keep children (under the age of 18) safe, both at home and in school. Harm is identified in four ways:

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| Physical | When a child is deliberately hurt or injured. |
| Sexual | When a child is influenced or forced to take part in a sexual activity. This can also be an activity such as being made to look at inappropriate images. |
| Emotional | 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 | When a child is not being taken care of by their parents/ guardians. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school and being left home alone. |

Concerns about a child

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

Discuss your concerns without delay with the Designated Safeguarding Lead (**Mrs. E. Garside**) or the Headteacher (**Mr. M. Garside**) or a member of the safeguarding team (**Mrs. A. Haynes**).

Remember it is important to share your concerns even if you are unsure; for example, worrying comments or worrying marks on them.

Anyone (in emergencies or if they need to) can make a referral directly to Children's Services (Contact Details are on display outside the DSL's Office – 1st Floor).

The Local Authority Designated Officer (L.A.D.O.) manages allegations against staff and volunteers can be contacted via LADO@liverpool.gov.uk or 0151 233 0840.

The School Business Manager can provide you with a copy of the school's procedures for managing allegations against staff and volunteers.

Listening to a Disclosure from a Child

- **Report** immediately to the Designated Safeguarding Lead, Deputy Designated Safeguarding Lead or Headteacher – do not investigate.
- **Stay calm**: 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 questions.
- **Reassure** them that 'it is not their fault and they have done the right thing to tell you'.
- **Immediately** following the disclosure report your concerns to the Designated Safeguarding Lead and write down what the child said using the child's own words and phrases.
 - **Sign and date** this document for records.
- **Confidentiality**: following reporting your concerns remember that the disclosure and the child's identity must remain confidential.

Code of Conduct

Do:

- 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 the school staff
- Respect a child's privacy and dignity
- Always be able to justify any physical contact you have with a young person
- Always report any situations that arise that you may feel may give rise to a complaint or misunderstanding in respect of your own actions
- There should be no delay in ringing 999 and requesting fire, police or an ambulance

Do not:

- Photograph a child without the school's permission
- Never use your personal mobile phone in areas used by young people
- Ignore inappropriate behaviours towards children either by other children or adults
- Share personal details with a child
- Meet or contact the child out of school including by text, email, Facebook or other social media or give a child a lift home
- Discuss the school, children or adults working within the school on social media
- Make inappropriate comments to a child including racist, homophobic, sexist or sexualised comments
- Give gifts to a young person (unless part of the school's agreed rewards policy or with the agreement of your line manager) or show them preferential treatment