

Keeping Yourself Safe

Be professional. be careful how you interact with or speak to a child, the child may interpret it differently.

Avoid Physical contact with children unless you are preventing them from immediately harming themselves or others.

Avoid being on your own with a child, always ensure that a door is open and that you are visible to others.

If a pupil touches you inappropriately, you must tell the Head teacher and ensure you record the date and time of incident

Where a pupil has told you that they are being harmed, you must tell a DSL and must not question the pupil and report it immediately.

You must never share contact details with a pupil or arrange to meet them outside of school hours. Be careful not to share too much personal information.

Pupils should not be contacted through social media and you should not discuss the school, its teachers or its pupils across such platforms.

Taking photographs or recording videos is not permitted unless consent has been granted by the Headteacher for the relevant school activity.

Remember if in doubt...ask

Contacts

Headteacher

Mrs Amanda Rich

Designated Safeguarding Lead

Mrs Amanda Rich

Deputy Safeguarding Leads

Mrs Laura Milne

Mrs Lynn Taylor

Governor with Safeguarding responsibility

Mrs Christine Wilson

St Maria Goretti Catholic Primary School

Gamull Lane

Ribbleton

Pr26SJ

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St Maria Goretti Catholic Primary School

Shining with God's love, pride and success



Safeguarding Information Leaflet for School Visitors

At **SMG** we are committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors to share this common commitment.

This leaflet contains information about our expectations while you are visiting us. If you have any questions, please speak to any of the named contacts within.

You **MUST** report any concerns for safety to one of the Designated safeguarding Leads (DSLs)

DSL –Mrs Amanda Rich

Deputy DSL --Mrs Laura Milne

And Mrs Lynn Taylor

Last updated September 2025

Visitor Procedures

Our visitor policy details the procedures that you must adhere to whilst visiting our school.

All visitors, including students, volunteers and parents must:

Sign in at the school office

Provide identification if visiting in a professional capacity

Visitor badges must be worn at all times whilst on the school site

Sign out at the school office before leaving the school

All school policies are available on the school website

www.smgprimary.co.uk

The use of personal phones by visitors is only permitted in designated areas.

Online Safety

Please see our separate policy on Online Safety.

Types of Harm

Physical abuse— a pupil suffers physical harm or injury e.g bruises and cuts

Emotional abuse—a pupil receives emotional maltreatment which causes adverse effects on their development e.g being told they are worthless

Sexual abuse—a pupil is forced or enticed into taking part in sexual activities, whether or not they are aware of what is happening. Indicators may include the use of sexual language or not wishing to be alone with someone in particular.

Neglect—a pupil's basic physical and/or psychological needs are consistently not met, resulting in serious impairment of their health or development, e.g by providing inadequate amounts of food. A child may appear tired or malnourished.

Child sexual exploitation (CSE) and Child Criminal exploitation (CCE) - a child is subject to a form of abuse where an individual or group takes advantage of, or manipulates, a child into sexual or criminal activity, in exchange for something the victim wants or needs. An indicator may be that the child has unexplained new items.

Child –on -child abuse—

this abuse can involve physical abuse, CSE, CCE, serious youth violence, and harmful sexual behaviour between pupils..

Reporting Concerns

You must inform the school's designated safeguarding lead (DSL) if you are worried about:

Something a pupil says

Marks or bruising on a child

A pupils behaviour or changes to their behaviour.

DSL –Mrs Amanda Rich

Deputy DSLs—Mrs Laura Milne and Mrs Lynn Taylor

If a pupil discloses they are being harmed you MUST:

React calmly

Listen carefully

Not promise confidentiality and explain you may need to tell somebody

Not question the pupil further

Reassure the pupil that they have done the right thing

Take a record of what the pupil has said and log on C-poms.

Should you have any concerns about a member of staff you must immediately inform the headteacher or in their absence one of the DSLs.