

## Visitor Procedures

- All visitors MUST sign in at the Main Office
- All visitors will be issued with an appropriate 'Visitor' badge, which must be worn at all times whilst on the school site.
- Mobile phones must be stored in a safe place out of view of the children. Calls and texts must not be made or received during lesson time/in front of the children.
- Visitors will be asked to remain under the supervisions of a designated member of staff at all times (unless a regular visitor with full DBS check)
- Visitors must NOT take any photograph of the children without prior consent being given by Head/Deputy.
- Visitors should make appointments prior to arriving on site.
- All visitors must sign out at the Main Office and return their 'Visitor' badge when leaving the site. (This includes going off site during lunch time for example).

## Contacts

### Designated Safeguarding Lead

Miss Gill Mawson

### Deputy Designated Safeguarding Leads

Mrs Lorna Smith

### Safeguarding Governor

Mr Brendan McArdle

### Cumbria Safeguarding Hub

0333 240 1727

### Local Authority Designated Officer (LADO)

03003 033892 ; lado@cumbria.gov.uk

### Cumbria Safeguarding Children Partnership

<https://cumbriasafeguardingchildren.co.uk/>



# SAFEGUARDING GUIDANCE

## FOR SCHOOL VISITORS



## St Michael's C of E Primary School

Safeguarding and promoting the welfare of children  
is of the utmost importance at St. Michael's;

it is **everyone's** responsibility.

*This leaflet contains important information about our  
expectations for visitors to our school.*

# *Safeguarding is everyone's responsibility*

## **What should you do if you are worried about a child?**

If you are concerned about:

- something a pupil says
- marks or bruising on a pupil
- changes in a child's behaviour or demeanour

**You must inform the Designated Safeguarding Lead (DSL) - Miss Mawson**

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

Child abuse can happen to any child regardless of gender, culture, religion, social background or those with, or without a disability. A copy of our school's Safeguarding Policy is located in the Main Office and is also available on our school website.

Sometimes a child may disclose information to you (i.e. Tell you about abuse that is happening to them). If this happens then the following actions MUST take place:

- stay calm
- listen carefully to the child and try to remember what they said exactly
- do not promise to keep confidentiality. Explain to the child that you may have to pass on the information if you are worried about their safety
- You may clarify your concern, use "tell", "explain", "describe" or "outline". As soon as your concerns are confirmed ask no further questions as further enquiries may be compromised.

**Only trained investigators should question a child.**

- Reassure the child they have done the right thing
- Record carefully what the child said in their own words, including context of how and when the account was given on our disclosure form
- Include date and time and pass this on to the DSL **IMMEDIATELY**

## **Keeping Yourself Safe**

Safeguarding yourself is also important;

- Be professional; be careful who you interact with or speak to, a child may interpret something differently to its intention
- 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
  - It's best not to do anything for a child that they can do for themselves—e.g. when changing clothes
  - Always tell someone if a child touches you, or speaks to you inappropriately. Note the incident (time, date and facts) and pass this on to the DSL. Staff to use CPOMS.
- If you have concerns about the conduct of any staff, it is your responsibility to inform the DSL.

## **Staff Conduct**

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

- immediately inform the Designated Safeguarding Lead (DSL)
- in their absence (or if the concern relates to them) report to the Deputy Designated Safeguarding Lead.

Concerns about a member of staff should be reported to the Designated Officer (DO) within one day (see reverse for contact details).

*Remember... if in doubt... ask*