

**‘Growing Together. Empowered to be more.’**

**Urmston Primary School**

School Safeguarding Guide for Parents, Visitors and Volunteers

**Visitors Code of Conduct**

Welcome to UPS. Whilst visiting our school, we expect you to adhere to the values that our children hold, in being ***happy, kind, respectful, responsible, proud*** and ***resilient***.

Furthermore:

* 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’s best not to do anything for a child that he or she can do for him or herself.
* Always tell someone if a child touches you or speaks to you inappropriately.

**Visitors Safeguarding Statement**

Urmston Primary School is 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 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. If you are concerned about the conduct of a member of staff or volunteer in your school, you must contact the Designated Lead or Safeguarding Governor.

**Who’s Who?**

If you have any concerns about the safety or wellbeing of a child whilst visiting our school, please contact one of the following immediately:



**Mr S Parker**

*Designated Safeguarding Lead*

Acting Headteacher

**Office in the Junior School**



**Mr M Doherty**

*Deputy Designated Safeguarding Lead*

*Deputy Headteacher*

**Office in the Infant School**

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**Mrs S Knights**

*Designated Safeguarding Governor*

**Visitor Procedures**

**Occasional**

* Visitors must sign in at the Main Office.
* Visitors will be given a pass, which must be worn at all times whilst on the site. They will wear a red lanyard which denotes that they have not been DBS checked.
* Visitors should remain under the supervision of a designated member of staff whilst on site.
* All visitors must sign out at the main office and return their visitor pass and lanyard before leaving the site.

Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, wherever possible, to avoid disappointment.

If you are seeking an urgent appointment please report to the main office and we will arrange for you to see a member of staff on duty.

**Regular**

* Volunteers must sign in at the Main Office.
* Volunteers must sign out at the Main Office.

Our regular volunteers have a valid DBS certificate (formerly CRB) and wear a yellow lanyard as a declaration of their DBS check.

Our pupils are aware of these lanyards and what they mean.

**E-Safety**

***Mobile Phones:*** to protect our children we respectfully ask that you do not have your phone out or use it during your time in the school building. If this is an issue please contact a member of staff on arrival.

***Photographs:*** under no circumstances should you take photographs of our children whilst at our school.

**If a child discloses they might be subject to abuse:**

* React calmly
* Listen carefully to the child, particularly what is said spontaneously.
* Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety.
* Do not ask leading questions or make judgements. Clarify and check your concern if you feel that you are not sure, by using, for example, ”tell, explain, describe or outline” but as soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries. Only trained investigators should question a child.
* Reassure the child that they are doing the right thing.
* Record carefully what the child says in their own words including how and when the account was given. Date, time and sign the school Concern Form (in the staff room folder).
* Pass this on to the class teacher, Designated Safeguarding Lead or Deputy Safeguarding Lead immediately.

If you feel that a child may be at risk of harm but are not sure, then inform one of the Safeguarding team immediately. They will offer advice and take appropriate action. Child abuse can happen to any child regardless

of elements such as gender, culture, religion, social background ability or disability. A copy of the school’s Safeguarding policy is located in the school staff room.

**Types of harm**

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:

* ***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 be a physical activity of no-physical, e.g. being made to look at an inappropriate image.
* ***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 are being left home alone.

**Staff Conduct**

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

• Immediately inform the Headteacher.

• In their absence, immediately inform the Deputy Headteacher.

**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.

• It’s best not to do anything for a child the he or she can do for himself or herself. Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident, time and date it and pass it on to one of the Safeguarding Team.

• If you have concerns about the conduct of staff, it is your responsibility to inform the Headteacher.

**Health and Safety**

**Fire:** In the event of a fire alarm please use the nearest fire exit and make yourself known to a member of staff. Please make yourself aware of the nearest fire exit where you are based and exit into the playground.

**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**

UPS pupils are keen to behave in line with our school values. However, should you see any children not adhering to these, please tell a member of staff immediately and it will be dealt with in line with our Behaviour policy.

**Governors**

The Governing Body of Urmston Primary School fully recognise that they have a duty to ensure arrangements are in place for safeguarding and promoting the wellbeing of children. They review the Safeguarding Policy annually and ensure processes are in place so that independent contractors have followed the required child protection procedures. They adhere to Trafford Safeguarding Board’s Procedures. They recognise that all members of the school community, including volunteers and governors, will at all times play a full and active part in protecting our children from harm.

The following School policies are linked to the information contained in this leaflet:

* Safeguarding
* Health & Safety
* Behaviour
* Anti-Bullying
* First Aid and Medication
* SEND
* E-safety
* Recruitment
* Disciplinary Procedure
* Whistle Blowing

**Site Security**

Risk assessments are carried out regularly and for equipment daily. These daily assessments are not recorded. Any Health and Safety issues must be reported to the Site manager, Mr Jim Stockwell and the Head Teacher, Mr Simon Parker.

A copy of the school’s Safeguarding Policy is located in the school office and on our website at www.urmstonprimary.com

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