



Safeguarding Information for Visitors

Welcome to Yorkmead School.

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

All staff and visitors alike have a responsibility for safeguarding our pupils.

To ensure this we ask the following:

All visitors will be asked to produce ID and must sign in at Reception on arrival.

Visitors will be issued with a badge that must be worn and visible at all times.

Visitors are asked to read this leaflet in full on arrival on their first visit.

Visitors should remain in Reception until under the supervision of a designated member of staff.

Switch off your mobile phone/device and store it in your bag.

In the event you do need to use your mobile phone or camera enabled device, please do so in an area that is **not** accessed by the children, for example in one of the offices or in the staff room.

Do not take pictures, videos or sound recordings of any pupils unless you have sought permission from the school.

If you are a visitor working with a child, please ensure the class teacher is aware of this, where you are working and approximately how long for.

If you are working with a child, please do so in a space that is open, or have an open door or be visible by others through a window.

Always share concerns with school staff, no matter how small they may appear, and don't keep them to yourself.

Covid -19 Due to the pandemic external visitors coming onto site will need to wear PPE as appropriate

What to do if you are concerned about a child:

If you feel that a child may be at risk of harm but are not sure, then inform one of the Safeguarding Team immediately. Our Designated Safeguarding Leads (DSLs) are:



Mr Alex Newman-Smith
Head Teacher
DSL



Mrs Lorraine Adolphe
Inclusion Leader
Deputy DSL



Mr Stephen Sutton
Assistant Teacher
Deputy DSL

They will offer advice and take appropriate action. If you have a concern about another adult in school, please ask to speak to a DSL. A copy of the school's Safeguarding policy is located in the school office and staff room.

If a child makes a disclosure:

- 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.
- Reassure the child that they are doing the right thing.
- Record carefully, on a Yellow Form (found in the staff room) what the child says in their own words including how and when the account was given. This must then be dated and signed and immediately passed to one of the Safeguarding Team.

REMEMBER...if in doubt...ask. Please do not leave our school without telling someone or doing something.