

- Record carefully what the child says, in their own words, including how and when the account was given. Date, time and sign the school Green Concern Form, available in classes, main office or Headteacher's office pass this onto the Designated Safeguard Lead, Miss Quinn, or to one of the School Safeguarding Team.

Keeping yourself safe.

- Treat everyone with respect.
- 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 is best not to do anything for a child that 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 and pass it on to one of the School Safeguarding team.

REMEMBER... IF IN DOUBT...ASK

Please do not leave our school without telling someone or doing something.

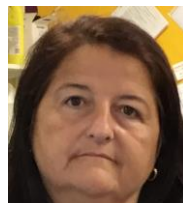
School Safeguarding Team: **Lead DSL: Miss Isabel Quinn**



Deputy DSL: Mrs Julia Foster



Assistant DSL: Mrs Michelle Minchin



Assistant DSL: Mrs Helen Spear



Governors with Safeguarding Responsibility:

Mrs Margaret McAleese & Mrs Angie O'Grady

Safeguarding Guide for School Visitors and Volunteers



Our Lady's Catholic Primary School is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment.

This leaflet contains information about our expectations of you whilst visiting or volunteering at the school. If you are unclear about anything in this leaflet 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.

Our Lady's Catholic Primary School
King Edward Ave
Dartford
Kent DA1 2HX

Tel: 01322 222759

Email: headteacher@our-ladys.kent.sch.uk
Website: www.our-ladys.kent.sch.uk

Remember... if in doubt... always ask.

Safeguarding

What is safeguarding?

Safeguarding means that:

- Children are protected from maltreatment
- A child's health or development is protected
- Children grow up with safe & effective care
- Action is taken to ensure the best outcomes for all children.

Types of Harm

We all have a responsibility to keep children safe, both at home and in school. Harm can be 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 act that they do not understand, cannot give consent to and which is not acceptable in our society. This can include: inappropriate touching, taking of obscene photographs as well as a sexual physical act.

Emotional – when a child is made to feel frightened, worthless or unloved. This ranges from rejection, refusing to show a child love or making a child unhappy by belittling or verbally abusing them.

Neglect – when a child is not being taken care of. This includes poor hygiene or diet as well as not properly supervising them.

If you are concerned about the safety of any child in our school, you must report this to one of the School Safeguarding Team.

If you are concerned about the conduct of a member of staff, visitor or volunteer in this school, you must contact the Designated Safeguard Lead, Miss Quinn.

Visitor Procedures

When visiting Our Lady's Catholic Primary School please adhere to the following procedures.

- Visitors and volunteers are asked to read this leaflet, in full, on arrival on their first visit.
- All visitors and regular volunteers must sign in at the front office and will be issued with a pass which must be displayed at all times whilst on site.
- Visitors will be asked to remain under the supervision of a designated member of staff whilst on site, unless they are DBS checked.
- If the fire alarm sounds please leave the school by the nearest exit (the front reception doors, the back doors of the school and the hall doors) and assemble on the school playground at the front of the building.
- Please inform staff if you have any medical requirements.
- A member of staff will show you where the staffroom and adult toilet facilities are.
- Visitors wishing to see a particular member of staff should contact the school to make an appointment. If you are seeking an urgent appointment, please report to the front office and we will endeavour to help you.
- All visitors and regular volunteers must sign out at the front office before leaving the site.
- Visitors and volunteers are reminded that they are responsible for their own health and safety whilst on the school site.

Use of Electronic Devices

- **Mobile Phones:** We respectfully ask that you do not have your phone out or use it during your time in the school building.
- Please note that photographs of pupils are not permitted unless prior written parental permission has been sought.

What do I do if I am worried about a child?

Child abuse can happen to any child regardless of gender, culture, religion, social background ability and those with or without a disability.

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.

A copy of the schools 'Safeguarding Policy' is located in the school's front office or on the school website for you to read.

What do I do if a child discloses they are being harmed?

Whilst this can be an alarming situation it is important that you know what to do in such an eventuality and for you to stay calm and controlled.

- 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. E.g. 'tell, explain, describe or outline.' As soon as you believed 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 children that they are doing the right thing.