

What to do if you have concerns about a member of staff:

If you are concerned about the conduct of a member of staff following something you have observed or a disclosure, you must report this to the Headteacher (or Deputy Headteacher in absence of the Headteacher) via a Pink Form. (Please ask at the office for a Pink Form. These are available in the staff room and the school office). If your concern is about the Headteacher, you must report this to the Chair of Governors. The school office will provide contact details for the Chair of Governors if you need them.

We take safeguarding very seriously in our school. Everyone in school has a role to play in keeping children safe, although there are certain key people with particular responsibilities:

Headteacher: Mrs D Dack

Designated Safeguarding Lead: Mrs D Dack

Deputy Headteacher: Mrs J Tinsley

Deputy Designated Safeguarding Leads: Mrs J Tinsley / Mrs J Rayner

Health and Safety Advice:

Fire and Emergency Evacuation:

If the alarm sounds (a continuous ring), exit by the nearest fire exit and assemble with your class group or make your way to the playground at the back of the school. Please wait there until you are given permission to re-enter the building. If you discover a fire, please activate the alarm and inform a member of staff and inform the school office if possible.

First Aid:

Many of our staff members are trained in First Aid. If you need assistance, please inform a member of staff. Visitors should not treat pupils unless permission has been given. In an emergency inform the school office and they will call 999 for an ambulance.

Accidents and Incidents:

Please report any accident to the school office.

Use of School Internet:

All users of the school systems and Wi-Fi must comply with the E-Safety and Appropriate Use policy. Please ask at the school office for details.

We ask that visitors turn mobile phones off on arrival and refrain from using them on site. No photography or film may be taken on the school premises.

For more information about the school's code of conduct for computing, please ask at the school office.

Safeguarding and Health & Safety Advice for Visitors and Volunteers



As a visitor to our school, it is important that you are aware of our safeguarding procedures.

Please ask a member of staff if you are unsure about anything in this leaflet.

Safeguarding and promoting welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play (Keeping Children Safe in Education, DfE 2022)

Visitor Requirements:

All visitors should be prepared to provide formal identification and, where required, evidence of their Disclosure and Barring Service (DBS) check. (This may be a letter from an employer to confirm the appropriate DBS check has been obtained).

- All visitors must wear the ID provided upon signing in. This must be worn and kept visible at all times whilst on our site.
- Where visitors have parked on school site, they must ensure their registration details are recorded when they sign in.
- All visitors must sign out and hand in the ID provided when leaving the school site.

Keeping Everyone Safe:

Adults visiting or working at Wentworth Primary School play an important part in the life of our school.

We can all play a part in keeping children safe whilst working on or visiting the school site. This is whether you are directly employed by the school, working as a volunteer, or are a visitor.

Whilst you are in school, you may be approached by a child who wants to talk to you about something that is concerning them. You may notice something that concerns you about a child: an unexplained bruise or the physical condition the child is in. In this case, to protect both you and the child, you must follow the guidance of this leaflet.

Child Protection Advice for Volunteers and Visitors:

As a visitor to our school, it is important that you are aware of our safeguarding procedures. As a school we are committed to safeguarding and meeting the needs of children and we hope this leaflet will provide useful advice and information when working with children.

All those who come into contact with children through their everyday work, whether paid or voluntary, have a duty to safeguard and promote the welfare of children.

What to do to keep yourself safe:

- Always speak to children calmly and respectfully.
- Avoid physical contact with children unless you are preventing them from harming themselves or others.
- Avoid being alone with any child. You should not do so unless there is a specific reason to do so and other staff members are aware. If you are working with a child on their own, always ensure that the door is left open or that you can be visible to others.
- Always tell someone if a child touches you or speaks to you inappropriately. Record the incident, including the time and date, and give this to the Headteacher/Designated Safeguarding Lead.
- Never exchange personal contact details with a child or arrange to meet them outside of the school environment.
- Never have contact with a child on social media.
- Never use a personal mobile phone or camera around children.
- Never discuss confidential information outside of school or online.

What is abuse?

Abuse is maltreatment of a child. This may be neglect, any form of physical abuse, emotional or sexual mistreatment that leads to harm or injury, or failure to protect a child from harm. It can happen to any child regardless of their age, gender, race or ability and may be inflicted on the child by an adult/adults or another child/children.

What to do if you are worried about a child:

You may observe something or become aware of information about a child which concerns you while you are in school. If you do, it is important that you share your concerns with the Designated or Deputy Designated Safeguarding Lead. The school office will make arrangements for you to speak to them if you cannot locate them.

What to do if a child makes a disclosure:

- React calmly, listen without displaying shock, disbelief or making judgments.
- Do not promise confidentiality. Explain that you must share the information with the Designated Safeguarding Lead.
- Reassure the child, but only so far as is honest and reliable.
- Do not interrogate the child, ask leading questions or criticise the alleged perpetrator.
- Make accurate notes (record the date, time, place, your observations and exactly what the child has said). Record this information on a **'Pink Form'** available from the school office.
- Report your concerns immediately to the Designated Safeguarding Lead, leaving the Pink Form on the Headteacher or Deputy Headteacher's chair if they are immediately available.
- Follow the school Child Protection Policy and procedures at all times.