

Please report these concerns to the class teacher or a member of SLT who are all the school's Designated Safeguarding Leads also.

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.

- Listen carefully to the child, particularly what is said spontaneously.
- Remember not to show shock or disbelief.
- Do not promise confidentiality. Reassure the child that you will tell the teacher or headteacher who will be able to help them.
- Do not interrogate or ask leading questions.
- Reassure the child that it is not their fault; stress that it was right to tell.
- Record carefully what the child says in their words, including how and when the account was given.






Pupil Behaviour

During your visit you might observe a pupil struggling to manage their behaviour. We would like to reassure you that staff have been trained to manage these situations keeping the child, themselves and others safe.

Please be aware that a member of staff may ask you to leave the room until the situation has calmed.

A copy of the schools' safeguarding policy is located in the main school office.

Leesons Primary School is committed to safeguarding and promoting the welfare of our children and requires all staff, volunteers and visitors to share this commitment.

Designated Safeguarding Lead	
	
Mr P Collins Head Teacher	
Deputy Designated Safeguarding Leads	
	
Gemma Dobbs Deputy Head	Amy Nabdoo Pupil Support Lead
	
Alicia Zawada Nursery Lead	Amanda Bennett Assistant Head

Everyone has a responsibility to make sure that children within Leesons Primary School are safe, as 'Every Child Matters'



SAFEGUARDING PROCEDURES

A guide for Visitors and Volunteers



**Collaboration, Fairness, Ambition,
Respect**

Ambition | Collaboration | Fairness | Respect

Visitor Code of Conduct

We expect everyone to follow this code.

Treat everyone with respect.

Provide a good example and be a positive role-model by being respectful, fair and considerate to all.

Respect a child's right to personal privacy.

Treat all children equally – never build a 'special relationship' or favour a particular child above all others.

Plan activities so that they may involve more than one adult or at least are in sight or hearing of others.

Ensure that when working with individual children, that the door is left open, and that you are visible to others.

Remember that someone else might misinterpret your actions, no matter how well intentioned.

Provide access for children and adults to feel comfortable enough to point out attitudes and behaviours that they do not like, and try to provide a caring atmosphere.

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.

It is best not to do anything for a child that he/she can do for him/herself.

Always tell someone if a child touches you or speaks to you inappropriately.

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 personal photographs during your visit.

Volunteers/Visitors Procedures

- All visitors must sign in at the main reception.
- All visitors will be issued with an appropriate lanyard which must always be displayed when on the site.
- All visitors must sign out at the main reception before leaving the site.
- Visitors wishing to see a member of staff should contact the school to make an appointment.
- If you are seeking an urgent appointment, please report to the main reception and we will arrange for you to see a member of staff.

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 to where you are based.

Accidents and Illness

All accidents, regardless of severity, need to be reported to a first aider. Staff will inform you of the nearest first aider 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 which are located near the large hall.

At Leasons Primary School, we all have a duty to safeguard and promote the welfare of our children.

Identity Badges and Lanyards

All visitors within Leasons Primary School **MUST**

sign in at reception and wear their visitor lanyard and sticker for the duration of their time on the school grounds. Any adults without these will be challenged.

DBS Certificates

All staff, including supply staff, regular visitors and volunteers are subject to Disclosure and Barring Service (DBS) certificates. This is to help ensure that unsuitable people are prevented from working with children. Advice about DBS certificates is available from the school office.

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

Abuse (physical, sexual, emotional) or neglect can have a damaging effect on a child's health, education attainment and emotional wellbeing. Some changes in a child's behaviour may not necessarily indicate that a child is suffering abuse or neglect. In some cases those changes may be symptoms of a hidden disability, undiagnosed medical condition or changes in medication. Child abuse can happen to all children regardless of gender, culture, religion, social background and those with or without a disability.

If you become concerned about:

- Something a child says
- Marks on a child
- Changes in a child's behaviour or demeanour

Mr Barlow - Safeguarding Trustee
rbarlow@springpartnership.co.uk

Children and Families Hub:

Bromley - 0208 461 7373/7309 (0300 303 8671)

LADO, Gemma Taylor - 0208 461 7775
Prevent Police - prevent@bromley.gov.uk