

This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it please speak to Mrs Jacqui Symonds or Mr Nick Locke who will be able to help you. 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 named safeguarding leaders on the reverse of this leaflet.

If you are concerned about the conduct of a member of staff or visitor, you must also report this to one of the named contacts.

Visitor Procedures

All visitors **must** sign in at Main Reception

- All visitors will be issued with an appropriate pass which must be displayed at all times whilst on the site
- Visitors will be asked to remain under the supervision of a designated member of staff whilst on site
- Visitors wishing to speak to a particular member of staff should make an appointment when possible, to avoid disappointment
- All visitors **must** sign out at the Main Reception and return their pass before leaving the site

Important Contacts

Designated Safeguarding Leader (DSL):

Mrs Jacqui Symonds

(Head of school)

Deputy Designated Safeguarding Leader (Deputy DSL):

Mr Nick Locke

(Headteacher)

Governor with Safeguarding responsibility:

Rev Penny Littlewood

Mrs Ginn Downes



**School Visitor
Safeguarding
Guide**

Child Protection Advice for Volunteers & Visitors

Thank you for your interest in becoming a volunteer or regular visitor. As a school we are committed to safeguarding and meeting the needs of children. We hope this leaflet will provide some useful advice and information when working with children at Burghill Community Academy.

What Do I Do if I am Worried About a Child?

If you become concerned about:

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

You must inform a designated Safeguarding Lead (DSL) Mrs Jacqui Symonds or DDSL Mr Nick Locke. If you feel that a child may be at risk of harm but are not sure then inform the DSL immediately, who will offer advice and take appropriate action. Child abuse happens to all children regardless of gender, culture, religion, social background and those with or without a disability.

Sometimes a child may disclose information to you. If this happens then the following actions must take place:

What Do I Do if a Child Discloses They Are Being Harmed?

- React calmly
- Listen carefully to the child, particularly what is said spontaneously

- Do not promise confidentiality. Explain to the child that you may need to pass on the information if you are worried about their safety.
- You may clarify your concern using 'tell, explain, describe or outline' but as soon as your concern is confirmed ask no further questions as further enquiries may be compromised.
- Reassure the child that they have done the right thing
- Record carefully what the child says in their words including how and when the account was given. Date, time and sign the record. Pass this on to a Designated Safeguarding Lead immediately.

Types of Harm

Everybody has a responsibility to keep all children under the age of 18 safe and this applies to both the home and school environment. Harm is identified in four ways:

Physical - This is when a child is deliberately hurt or injured

Sexual - This is when a child is influenced or forced to take part in a sexual activity. This can be a physical activity or none-physical, e.g. being made to look at an inappropriate image

Emotional - This is 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 - This is when a child is not being taken care of by their parents. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left home alone.

Staff Conduct

If you are concerned about a member of staff following an observation or disclosure the following actions must take place:

- Immediately inform the Head Teacher
- In their absence, immediately inform the Designated Safeguarding Lead.

If you are concerned about the headteacher or deputy head as the alleged abuser:

- You should report such allegations to the Designated Member of Staff who will notify the Chair of Governors

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 you are visible to others and are not alone in a room.
- 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. Log the incident, time and date and pass it on to a DSL.
- Do not photograph pupils, unless requested to by the class teacher, exchange e-mails or text messages, or give out your own personal details.