

Protecting Yourself

Visitors to the school should ensure that anything they say or do with children is done openly and with the knowledge of staff in school.

- Ensure that you sign in and out in the appropriate book.
- [Collect a visitors badge from the school office.](#)
- If you have a DBS make sure the office has a record of this.
- [If you do not have a DBS please make sure staff are aware so that appropriate precautions are taken.](#)
- Always make sure that a member of staff knows where you are working.
- [Do not initiate physical contact.](#)
- Do not join in with children's contact games.
- [Do not make suggestive remarks or use inappropriate language.](#)
- Do not take children into a room on your own.
- [Do not make direct contact with children you have met in school by phone, email, letter, or social networking sites.](#)

SEE IT HEAR IT REPORT IT



Our governor responsible for safeguarding is **Georgina Ellis** and can be contacted through the school office.



WESTFIELD PRIMARY ACADEMY

A Guide for volunteers and visitors

SAFEGUARDING PROCEDURES

If you have any queries regarding the information contained in this leaflet please contact the Designated Safeguarding Lead (DSL)



**Mrs T Kittle: Headteacher
(Deputy Safeguarding Lead)**



**Mrs R Kerr: Assistant Head Teacher
(Designated Safeguarding Lead)**

Or one of our Alternate Leads (ASL)

SAFEGUARDING CHILDREN PROCEDURES

As a visitor in our school, either as a volunteer, contractor or someone who is working with our children it is important that you are aware of our safeguarding children procedures.

Our children's wellbeing is our highest priority. It is important that all adults in school know what to do if they have any concerns about a child and avoid any situation that may put a child and themselves at risk.

There may be times when you have cause for concern. This could be marks or bruises, something a child says or the condition that they are in at school. E.g. hungry or lacking personal hygiene.

You may be approached by a child who wants to talk to you about something that has or is happening to them.

Children tend to choose someone they trust or know well.

In every case you should discuss concerns with one of the Safeguarding Leads

Our Safeguarding Leads

Mrs R Kerr (DSL): Asst Headteacher

Mrs T Kittle (Deputy SL) Headteacher

Mrs F-C Thompson (ASL): Deputy Headteacher

Ms K McGivern (ASL): Asst Headteacher

Miss H George (ASL): Office Administrator

Disclosure from a child

If you are approached by a child wanting to talk, you should listen positively and reassure the child. Find a quiet place to listen and make sure you tell another adult what you are doing.

- **Stay calm and controlled**
- **Be prepared to listen**
- **Do not make judgements**
- **Do not show revulsion or distress**
- **Do not make any promises**
- **Do not promise confidentiality make sure they know you have to report concerns to people who can help**
- **Make sure that names and details are not revealed to anyone outside school**
- **Do not question the child**
- **Reassure the child they have done the right thing to tell**

Dealing with issues of child abuse can be distressing but it is important to remember that children's names and details must remain **confidential**.

Recording Information

Any concerns should be reported to the class teacher or designated officer as soon as possible and recorded on a Concern Form. (All class teachers will have these)

Any notes should include:

- Nature of your concern
- Evidence which led to your concern
- What was actually said by the child
- What you did/said
- Your name, signature and date

It is not your responsibility to investigate any suspected cases of abuse but to pass on the information to the designated persons

Designated Safeguarding team members wear RED lanyards