

## 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 InVentry system
- [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.](#)



Miss R Dunmore: Deputy Headteacher  
(Alternative Safeguarding Lead)



Miss H George: Office Administrator  
(Alternative Safeguarding Lead)



Miss S Egan: Thrive Practitioner  
(Alternative Safeguarding Lead)

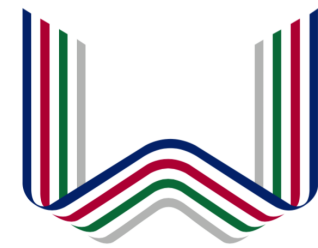
**SEE IT**

**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 R Kerr: Deputy Headteacher  
(Designated Safeguarding Lead)



Mrs F-C Thompson: Headteacher  
(Deputy Safeguarding Lead)



Mrs T Kittle: Executive Headteacher  
(Alternative Safeguarding Lead)

## **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): Deputy Headteacher

Mrs F-C Thompson (DSL): Headteacher

Mrs T Kittle (ASL) Executive Headteacher

Miss R Dunmore (ASL): Deputy Headteacher

Miss H George (ASL): Office Administrator

Miss S Egan (ASL): Thrive Practitioner

### **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**