

Visitor Procedures:

- Visitors must **sign in** at the Office.
- Visitor badges must be worn at all times whilst on the school site. It is everyone's responsibility to politely challenge anyone without the correct ID.
- Visitors with a red Lanyard, should remain under the supervision of a designated member of staff whilst on site.
- All visitors must **sign out** at the office and return their visitor badge before leaving the site.

Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, wherever possible.

If you are seeking an urgent appointment please report to the office and we will arrange for you to see a member of staff on duty.

Photographs

The use of personal phones by **anyone** is not permitted unless there is an emergency.

Governors

Governors are aware of their role in safeguarding children; review the Safeguarding Policy annually and ensure independent contractors have the required child protection procedures.

Online Safety

There is a separate policy on Online Safety.

Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background, ability of disability.

A copy of the schools Safeguarding Policy is located in the school staff room.

Types of harm

We all have a responsibility to keep children (under the age of 18) safe, both at home and in school. Harm is identified in four ways:

Physical - when a child is deliberately hurt or injured.

Sexual - when a child is influenced or forced to take part in a sexual activity. This can be a physical activity of no-physical, e.g. being made to look at an inappropriate image.

Emotional - 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 - when a child is not being taken care of by their parents/ guardians. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school are being left home alone. This can also include **Affluent Neglect** which is more emotional and can be that children are pressured to do well and succeed academically.

Vulnerable adults (over the age of 18) are at risk of being abused, harmed or threatened. Any concerns about a young person or an adult should be reported to the Safeguarding Lead.

Staff Conduct

If you are concerned about the conduct of a member of staff, following an observation or disclosure, the following actions must be taken:

- Immediately inform the Headteacher, Mrs Karen Wedlake.
- In their absence, immediately inform the Chair of Governors, Mr Ryszard Rusinek

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 a door is open and that you are visible to others.
- It's best not to do anything for a child that he or she can do for himself or herself. Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident, time and date it and pass it on to one of the Safeguarding Team