



Leamington Community Primary School

Together we make a Difference

Visitors' Safeguarding Guidance



Completed by: Mrs. I Kelleher/Mrs. R Mellor

Date Issued: 7th October 2020

Approved by Governors: 12th October 2020

Review Date: 7th October 2021



Leamington CP School: Safeguarding Guidance for Visitors



Our school is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment. By signing in and out of the visitors' book / e-portal you are agreeing to follow the advice within this leaflet. All visitors must wear the visitor's badge provided by reception. An adult without a badge will be accompanied to the school's reception to confirm they have signed in.

Visitors must be accompanied at all times by a member of the school staff.

Unsupervised visitors: If your visit involves unsupervised contact with young people you will be asked to show the photographic ID badge provided by your employer and written confirmation that you have an Enhanced DBS Certificate including a Barred List Check. You may be required by the school to present your Enhanced DBS Certificate. We will not make a copy of your certificate. We will simply note the level of the check undertaken. You will also need to read and understand the school's Code of Conduct for Adults and Part 1 of the DfE's Guidance, 'Keeping Children Safe in Education'. The school's Child Protection Policy is available on the school's website.

If you have ANY concerns about a child's welfare or wellbeing or have a concern about the behaviour of any adult within the school towards a child:

- Discuss your concerns without delay with the Designated Safeguarding Lead or the Headteacher or a member of the safeguarding team (details listed below);
- Remember it is important to share your concerns even if you are unsure;
- Anyone (in emergencies or if they need to) can make a referral directly to Children's Services;
- The Local Authority Designated Officer (L.A.D.O.) for managing allegations against staff and volunteers can be contacted via Children's Services;
- The school office can provide you with a copy of the school's procedures for managing allegations against staff and volunteers.

If a child makes a disclosure to you:

- Do not investigate but report it immediately to the Designated Safeguarding Lead, Deputy Designated Safeguarding Lead or another member of the senior staff at the school;
- Avoid being shocked or embarrassed;
- Listen to the child without interrupting them;
- Do not promise to keep a secret;
- Do not ask the child any leading questions;
- Reassure them that 'it is not their fault and they have done the right thing to tell you';
- Immediately following the disclosure, report your concerns to the Designated Safeguarding Lead (details listed below) and write down what the child said using the child's own words and phrases. Complete this report using CPOMS if you have access or on paper if not, and give to the DSL;
- Consider how best to manage your own feelings;

- Following reporting your concerns, remember that the disclosure and the child's identity should remain confidential.

The school can provide additional national guidance in respect of safer working practices for all adults working with young people, including advice regarding 'on-line safety'.

Roles and responsibilities:

The Head Teacher is: Mr. Paul Vine

The Chair of Governors is: Mr. Pat Monaghan

The Designated Safeguarding Lead is: Mrs. Iris Kelleher

The Deputy Designated Safeguarding Lead is: Mrs. Rachel Mellor

The safeguarding team is: Natalie Boyd (SENCO), Sally Tyson (Assistant SENCO), Jackie Stocks (Attendance Officer), Mike Francis (Mentor), Liz Morrison (Family Support Worker) Kerry Gardner (Th.inc Room Practitioner) and Ciara Maher (Mental Health Lead).

The nominated Safeguarding / Child Protection Governor is: Mrs. Alma Shaw

The nominated governor for dealing with allegations against the Head Teacher is: Mr. Pat Monaghan