

## Keeping Ourselves Safe

As a visitor to our school, either as a contractor, volunteer, supply teacher or someone who has come to work with our children in any other capacity, it is important that you are aware of our [Safeguarding and Child Protection procedures](#).

- All visitors must sign in at Reception on arrival.
- Visitors will be issued with a badge that must be worn and visible at all times.
- Visitors are asked to read this leaflet in full on arrival on their first visit.
- Visitors should remain in Reception until the visiting staff member greets you.
- Mobile phones are not to be used whilst on the school site.
- Photographs must not be taken unless by prior agreement and only on school equipment.
- Be a good role model to our pupils by being respectful, fair and considerate of others.
- This is a safe space for children to grow and learn. Children may well make mistakes in their learning and or behaviour choices. Please report or feedback to staff any, unacceptable behaviour or areas of learning which children, you are working with, are finding tricky.
- All visitor or volunteers must sign out at Reception when leaving the school site.
- All regular volunteers, staff and Governors have valid DBS check and wear appropriate ID Badges.

## Types of Harm

We all have a responsibility to keep children safe, both at home and in school. Harm is identified as:

- *Physical including Female Genital Mutilation (FGM)*
- *Sexual including Child Sexual*
- *Exploitation (CSE)*
- *Emotional*
- *Neglect*

## **Prevent**

Prevent is a government strategy designed to stop people becoming terrorists or supporting terrorist or extremist causes. The Prevent strategy covers all types of terrorism and extremism, including the extreme right wing, violent Islamist groups and other causes. Schools have been required to promote British values since 2014, and this will continue to be part of our response to the Prevent strategy. We also protect children from the risk of radicalisation.

## **If you feel that a child may be at risk of harm**

Inform a member of the Safeguarding Team immediately. They will offer advice and take appropriate action.

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

It may be that you might have concerns about a child's well-being, but they have not actually said anything to you. If such a situation arises, you should speak to the class teacher or member of the Safeguarding Team.

Abuse or neglect can have a damaging effect on a child's health, educational attainment and emotional well-being.

If you have worked with a group of children over many weeks, you may see changes in behaviour.

Such changes may not necessarily indicate that a child is suffering abuse or neglect. In some cases, those changes may be the symptoms of a hidden disability or undiagnosed medical condition, and the need to distinguish those cases reinforces the need for a careful and thorough assessment of the

child and his/her needs when concerns are passed on.

It is important you do not feel afraid about passing on concerns. The information may be a small piece in a bigger jigsaw and help to get a better understanding of a child's situation. Any concerns, however seemingly trivial, should be passed on a member of the Safeguarding Team.

**Please do not leave our school without telling someone or doing something if you are concerned.**

## **Disclosure of abuse by a child**

It may be that you are approached by a child who wants to talk to you about something that has or is happening to them. They will tend to choose someone that they trust or know well and this will not always be their own class teacher or teaching assistant. It may be with someone with whom they have formed a good relationship.

If you are approached by a child wanting to talk:

- **React calmly and in control** - whilst this can be an alarming situation to find yourself in, it is important not to let the moment pass – for every child who does finally disclose information, evidence shows that they have usually tried up to 12 times before.
- **Listen carefully**, positively and reassure the child. If you can, try and ensure a degree of privacy, but this may not always be possible.
- **Reassure** the child that they were right to tell, even though the abuse may have happened a long time ago.
- **Do not compromise confidentiality**. Explain to the child that you must pass on the information if you are worried about their safety. Make the child aware that their disclosure will be reported only to those who need to know and can help.

- **It is not your responsibility to investigate** suspected cases of abuse, only to report them to the designated Safeguarding Lead
- **Do not ask leading questions or make judgements.** Limit your involvement to listening. Questioning may compromise further enquiries.
- **Be aware of your own feelings** about abuse and find someone you can share those feelings with once the procedures have been completed. However, it is also very important to remember that children's details and names must remain confidential and any discussion that you feel you need to undertake does not allow the child to be identified to anyone else

#### Recording information

As soon as possible **write a first-hand account** of what was said on the school form. These are located in the Headteacher Office on the side of the filing cabinet. Note the following information:

- *The nature of your concern;*
- *what is the evidence that led to the concern;*
- *what the child said (if a discussion has taken place); and,*
- *what you did or said in response (if a discussion has taken place).*

#### Allegations against adults – risk of harm to children

If you become aware that a member of staff may have behaved in a way that may have harmed a child or possibly committed a criminal offence against a child or behaved in a way that indicates s/he is unsuitable to work with children, report the allegation to the Executive Headteacher. If the allegation is against the Headteacher, please report it to the Chair of Governors. Please refer to Concerns and Allegations Flowchart located in the Staffroom.

#### Health and Safety

- The Health and safety of everyone in school is paramount.
- Should you notice equipment broken or areas unsafe please raise this with Ms Cox

#### Fire/Emergency procedures

Any person discovering a fire must:

- Operate the nearest fire alarm

#### On hearing the fire signal:

- When in class, the order to evacuate will be given by the teacher, who will indicate the route to be followed.
- When not in class, form a single file and move by the most direct route to the assembly point. At Langley Fitzurse, this is on Middle Common.
- At all times act quickly and calmly.
- Do not stop to collect your personal belongings.

#### First Aid

- If a child requires first aid assistance, please contact a member of staff. A list of those staff with Pediatric First Aid training can be found in the School Office.

#### Key Contact Information

Wiltshire Council Multi-Agency Safeguarding Hub:  
0300 456 0108

Langley Fitzurse Church of England School  
Middle Common, Kington Langley  
Wiltshire  
SN15 5NN  
Telephone: 01249 750295

Email: [admin@lfssq.wilts.sch.uk](mailto:admin@lfssq.wilts.sch.uk)



## **SAFEGUARDING GUIDANCE**

for School Visitors and Volunteers

### **Welcome to Langley Fitzurse Church of England School**

We are committed to safeguarding and promoting the welfare of children. As such we expect all staff, volunteers and visitors to share this common commitment.

This leaflet contains information about our expectations of you whilst visiting the school. It gives information about our Safeguarding and Emergency Procedures. Please keep the leaflet in a safe place so that you can read it again if you need to.

We hope you enjoy your time at our school.

**Designated Safeguarding Lead:**  
**Mrs Karen Winterburn, Executive Head Teacher**

**Deputy Designated Safeguarding Lead**  
**Mr James Osler, Head of School**

**Nominated Safeguarding Governor:**  
**Fiona Farquhar**

***If you have any queries regarding the information contained in this leaflet, or require further clarification of any points, please do not hesitate to contact the school.***