

Safeguarding Information for Visitors

All staff and visitors alike have a responsibility for safeguarding our pupils. To ensure this we ask the following:

1. **Switch off** your mobile phone/device and store it in your bag
2. In the event you do need to use your mobile phone or camera enabled device, please do so in an area that is not accessed by the children, this includes corridors. Such places could be in one of the offices or in the staff room.
3. **Do not** take pictures, videos or sound recordings of any pupils unless you have permission to do this.
4. If you are working with a child, please ensure the class teacher is aware of this. Let them know where you are working and approximately how long this will be for.
5. If you are working with a child, please do so in a conspicuous space. Ensure you can be seen at all times (eg through a window or through an open door). NEVER leave yourself in a closed room with one child.
6. If you have a concern about a child please pass this on to the child's class teacher who will then follow our safeguarding procedures. If they are not available, please speak with one of our Designated Safeguarding Officers – **Sue Doolan, Lee Ashton** or **Nathalie Marshall**. You may be asked to complete a form.
7. If you have a concern about another adult in school, please ask to speak to **Lee Ashton**.
8. **Always share concerns** with school staff, no matter how small they may appear, and don't keep them to yourself. PLEASE REPORT THINGS QUICKLY.
9. If a child says something to you that you think could be a safeguarding concern, act as above, and if possible write down what was said immediately using a pink reporting form. Listen to the child, do not question them or promise them that it will remain confidential between the two of you. **Act immediately.**

**CONCERNS SHOULD BE
IMMEDIATELY
REPORTED TO:**



SUE DOOLAN



NATHALIE MARSHALL



LEE ASHTON