

Visitor Procedures

- Visitors must sign in at reception.
- Visitor badges must be worn and visible at all times whilst on the school site.
- Visitors should remain under the supervision of a designated member of staff whilst on site.
- All visitors must sign out and return their visitor pass at reception before leaving the site.
- Please wait in reception until a member of staff escorts you to where you need to be.

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 reception and we will arrange for you to see a member of staff on duty.

Mobiles & Photographs

The use of personal mobile phones is not permitted whilst on the school site. Visitors should leave their mobile in the phone locker in the reception area.

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.

Safeguarding Statement:

We are committed to safeguarding and promoting the welfare of children. 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. If you are unclear about anything in it please speak to any of the contacts named within. Please keep the leaflet in a safe place so that you can read it again if you need to.

If you are concerned about the safety of any child in our school, you must report this to one of the Designated Safeguarding Leads (DSL).

If you are concerned about the conduct of a member of staff or volunteer in our school (Allegations against Staff / Whistleblowing Policy), you must contact the Headteacher.

In the absence of the Headteacher, the Deputy Headteacher or Assistant Headteacher must be contacted.

Safeguarding Team

Designated Safeguarding Lead:

Karen Hunter

Deputy Designated Safeguarding Leads:

Shane Baker, Jen Ferrett, Nikki Burrage



Safeguarding Information Leaflet for School Visitors

The staff and Governors at Cann Bridge School fully recognise that they have a duty to ensure arrangements are in place for safeguarding and promoting the wellbeing of children (Section 175 of the Education Act 2002).

We adhere to the Local Authority's Safeguarding Children Board Procedures and to Keeping Children Safe in education (KCSIE)

For further information:

www.cannbridgeschool.co.uk/safeguarding

If a child discloses they might be subject to abuse:

- React calmly.
- Listen carefully to the child, particularly what is said spontaneously.
- Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety.
- Do not ask leading questions or make judgements. Clarify and check your concern if you feel that you are not sure, by using, for example, "tell, explain, describe or outline" but as soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries.
- Reassure the child that they are doing the right thing.
- Record carefully what the child says in their own words including how and when the account was given. Date, time and complete a Concern Form which is available from reception. This will be passed on to one the Designated Safeguarding Lead.

If you feel that a child may be at risk of harm but are not sure, then inform one of the Safeguarding Team immediately. They will offer advice and take appropriate action.

Our Safeguarding Team posters are displayed throughout the school site and on our website should you require further information

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 and Child Protection Policy is located on the school website and available on request from the reception.

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. 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.
- In their absence, immediately inform the Deputy Headteacher or Assistant Headteacher.

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 they can do for themselves.
- 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 a member of the Safeguarding Team.

**Safeguarding
is everyone's
responsibility**