

Visitor Procedures

- Visitors must **sign in** at the Main Office.
- Visitor badges must be worn 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** at the main office and return their visitor pass 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 main office and we will arrange for you to see a member of staff on duty.

Mobile Phones

To protect our children we respectfully ask that you do not have your phone out or use it during your time in the school building. If this is an issue, please contact a member of staff on arrival.

Photographs

Under no circumstances should you take photographs of our children whilst at our school.

Governors

Governors are aware of their role in safeguarding children; review the Child Protection 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 your school (Allegations against Staff / Whistleblowing Policy), you must contact the Head or DSLs.

Designated Safeguarding Leads

Katherine Cooper, Jane Blake, Clare Hammill, Rebecca Jackson, Rachel Matthew & Faye Sladden. Sue Grainger is the DSL for Wrap Around Care.

If all the DSLs are off site & are not contactable by phone:

- If a child may come to harm before you can next speak to them call 0300 123 4043
- If not immediate harm but concerned and DSLs not contactable for more than one day call the consultation line 01438 737511 (working hours)
- The Safeguarding Governor is Tatham Crawford-Lennox



Safeguarding Information Leaflet for School Visitors

All staff and Governors at Goldfield Infants' & Nursery 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 L.A.'s Safeguarding Children Board Procedures and Keeping Children Safe in Education (KCSIE)

admin@goldfield.herts.sch.uk

01442 823551

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 the Main Reception. This will be passed on to one of the Designated Safeguarding Leads.

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

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

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 Head.
- In their absence, immediately inform any DSL

Visitor Code of Conduct

- Treat everyone with respect
- Provide an example you would wish others to follow
 - Remember someone else may misinterpret your actions no matter how well intended
- Do not jump to conclusions without checking
- Do not permit abusive activities such as bullying or ridiculing
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others
 - Do not make suggestive remarks, gestures, or tell sexist, racist or homophobic jokes
- It is best not to do anything for a child that he or she can do for him/herself
- Always tell someone if a child touches you or speaks to you inappropriately

Health and Safety

Fire: In the event of a fire alarm please use the nearest fire exit and make yourself known to a member of staff. Please make yourself aware of the nearest fire exit to where you are based.

Accidents and Illness: All accidents, regardless of severity, need to be reported using our online system. The office staff can help you with this.

Gates: Please ensure that all gates are closed & padlocked. For codes, ask the office staff. Do not let people in through the gates.

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 DSLs.
- If you have concerns about the conduct of staff, it is your responsibility to inform the Head.

Remember...if in doubt...ask