

## CHILD PROTECTION and SAFEGUARDING INFORMATION For Visitors

On arrival to our school, you will be asked for visitor ID. Please do not be offended by this. It forms part of our safeguarding procedures.

In order to help our staff identify individuals who are able to work with children unsupervised, we have a colour coded badge system. All staff wear **Blue Badges**. Visitors, such as professionals who have been DBS checked, wear a **Green Badge**. **Red Badges** are worn by **visitors who have not had the appropriate safeguarding checks carried out on them and therefore need to be accompanied by a member of staff during their time visiting us**

### What should I do if I am worried about a child?

At Croyland Primary School, we use the phrase 'respectful uncertainty' when considering safeguarding concerns. If you become concerned about a child you are working with because of comments made by a child, marks or bruising on a child, a child's manner, or behaviour you must report your concerns as a matter of urgency to one of the named Designated Safeguarding Leads below:



Miss L Deakin  
DSL



Mrs C Bailie  
DDSL



Mrs K Collins  
DDSL



Mrs K Jeffs  
DDSL

Nominated Safeguarding Governor:

**Tracy Elliott**

Chair of Governors at Croyland Primary School

### What should I do if a child discloses that she/he is being harmed?

Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child. Forms for the recording of information are available from Miss Kelly Durham and they must be completed and returned to the school office as a matter of urgency. Please ensure you have signed and dated the record and leave your contact information with the school office in case further clarification is required.

### What should I do if the allegation is about a member of the school staff?

You should report such allegations to the Head teacher.

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You should report such allegations to any of the other Designated Safeguarding Leads who will notify the Chair of Governors.

### How do I assure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect.

As a visitor, you may find yourself working closely with children sometimes on a one to one basis. We expect professional conduct at all times, and treat a disclosure by a child about any adult on the school premises as a potential serious breach of our Child Protection and Safeguarding Policy. Our next steps may involve Northamptonshire Safeguarding Children Board or the police

**Do not photograph our children unless requested to do so by the class teacher. If you are asked to do so it must be on a school device. Mobile devices must be kept off and out of sight. If you are expecting a call during your visit, you must inform the member of staff you are visiting who will inform a member of the SLT. Further advice will then be given.**

No child should suffer harm of any form, either at home or at school.

Everyone who works or visits our school has a responsibility to make sure that all our children are safe.

This leaflet has been given to you to make sure that you understand what is expected of you as a visitor to our school.

Please ask the person who gave it to you if you are unclear about anything in it. Please keep the leaflet with you, so that you can read it again if you need to.

**If you are worried about a child or young person out of this school contact the NSPCC free helpline service to speak to an NSPCC counsellor. They are available 24 hours a day, 365 days a year.**



Croyland Primary School also has a statutory duty to prevent children from extreme and violent views and to intervene to prevent vulnerable children and young people from being drawn into terrorist-related activity.

If during your visit, you observe signs and behaviour that indicate such vulnerabilities, please record this information in the same way as described overleaf.

### Fire Procedures

Should the fire alarm go off during your visit, please make your way out of the building by the nearest exit and follow the direction of those in front of you. All rooms in the school have a fire exit plan displayed on the wall. The assembly point is on the play ground at the front of the school unless informed otherwise via the tannoy system in school. When you arrive here, please make yourself known so that we are able to account for your presence.



### Health and Safety

First Aid kits are located in each classroom and in the medical room next to the main school entrance. Please speak to a member of school staff should you require a First Aider.

Health and Safety is the responsibility of all individuals. Please work with us to maintain a healthy and safe environment by informing the school office of any issues you may notice.

### Visitor Code of Conduct

- ◆ Wear your badge at all times.
- ◆ Act as a positive role model at all times.
- ◆ Keep information confidential.
- ◆ Report any concerns about the welfare and behaviour of any member of the school community.
- ◆ Never share personal contact information with a child.

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