

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

Everyone who works at or visits our school has a responsibility to make sure that all of our children are safe. This leaflet has been given to you to make sure you understand what is expected of you as a visitor to our school.

Please ask the person who gave you the leaflet 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 the safety of any young person in our school, you must report this to one of the Designated Safeguarding Leads who undergo training to act in the best interests of children.



Designated Safeguarding Lead

Miss Lucy Deakin,
Headteacher



Deputy Designated Safeguarding Lead

Mrs Chris Baillie, HSSW



Deputy Designated Safeguarding Lead

Mrs Kelly Collins, Deputy Headteacher

Additional guidance is available from:

www.northamptonshirescb.org.uk



If you have a concern about a child, please call MASH on **0300 1261000** during office hours (8.30am – 5pm, Monday to Thursday, 8.30am – 4pm, Friday) or email mash@northamptonshire.gcsx.gov.uk . Outside office hours call the Emergency Duty Team on 01604 626938.

NSPCC

If you are worried about a child you can also contact the NSPCC free helpline service to speak to an NSPCC counsellor. They are available 24 hours a day, 365 days a year.

Worried about a child?

Contact our Helpline by calling 0800 800 5000 or emailing help@NSPCC.org.uk



Safeguarding at Croyland Primary School

A GUIDE FOR VISITORS

Croyland Primary School

Croyland Road

Wellingborough

Northamptonshire

NN8 2AX

Tel: 01933 224169

Email:

bursar@croyland-pri.northants-ecl.gov.uk

Child Protection
and Safeguarding;

Everybody's business,
Everybody's concern,
Everybody's responsibility

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 visit with us.

Croyland Primary School has a Safeguarding and Child Protection Policy, a copy of which is available from the school office or on our website www.croylandprimary.org.uk

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,
- Changes in the child's behaviour or demeanour

Please report these concerns to one of the named Designated Safeguarding Leads. Their names and pictures can be found on the back of this leaflet, on the safeguarding display in the staff room and around the 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 of this nature are available from Miss Durham and should be completed and returned to the Designated Lead to enable the matter to be dealt with in the appropriate way.

Please ensure you have signed and dated the record and leave your contact information with the school office. Do not leave the form with anyone other than a named Designated Safeguarding Lead.

What should I do if the alleged abuser is a member of the school staff?

You should report such allegations to the Headteacher.

What should I do if the alleged abuser is the Headteacher?

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

Governor with Safeguarding Responsibility:

Mrs Tracy Elliott, 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.

Do not photograph our children unless you are asked to do so by the class teacher. If you are asked to do so, it must be on a school device.

It is an expectation that personal mobile phones are put on silent, kept with personal belongings and kept out of sight of children.

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

If, during your visit, you observe signs and behaviour that indicate such a vulnerability, please inform one of the Designated Safeguarding Leads as a matter of urgency.

Visitor Code of Conduct

- Wear your visitor 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.
- Do not use your device to film or photograph a child or adult in school.

Please help us to safeguard the children in our care by following these guidelines. Thank you for the time you have taken to read this information.