

This leaflet has been given to you to make sure you understand what is expected of you whilst you are on our school site. It is your duty both to be aware of its contents and to use the information to take action when necessary. Please ask the person who gave you this leaflet if you are not clear about any information it contains. Please keep it with you and refer to it if you are concerned whilst you are at our school

If you are concerned about the safety of any of our students you **MUST report it to the person named in this leaflet.**

Thank you

*Mr C Carter
Mrs S Hilton
Mrs E Wolfenden*

Sept 2018

Contacts

School

Reception: 01494 815211
Mr C Carter: ext 209
Mrs S Hilton: ext 285
Mrs E Wolfenden: ext 207

Education Safeguarding Advisory Service

Advice Service: 01296 382912

Team Manager/Education Safeguarding Advisor

Therese McAlorum 01296 382732

Referrals to Social Care

First Response Team:

0845 4600 001

Out of Hours: (Emergency Duty Team)

0800 999 7677

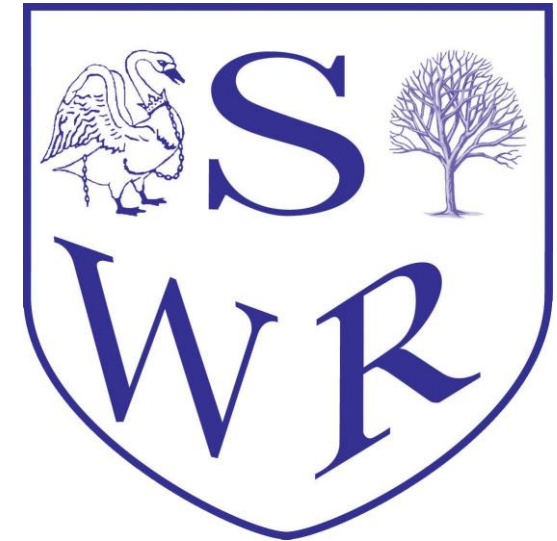
Bucks Safeguarding Children Board

www.bucks-lscb.org.uk

01296 383485

safeguardingineducation@buckscc.gov.uk

01296 382912



Child Protection and Safeguarding Guidance

**for
School Visitors**

Child Protection Advice

As a school we are committed to Safeguarding and meeting the needs of children and young people. This leaflet will provide some useful advice and information when working with children at our school.

Disclosure and Barring Service (DBS) checks

School's Safeguarding Policy requires sight of a visitor's DBS check if it is anticipated you will have unsupervised access to children whilst on site. This is part of our safeguarding procedures to help ensure that unsuitable people are prevented from having contact with our students.

What are my responsibilities whilst on site?

All those who come into contact with children through their everyday work whether paid or voluntary have a duty to safeguard and promote the welfare of children. In every school you will find a Child Protection Policy document and it is very helpful to find out where it is and read it through.

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

If you are concerned about a student you must inform **Mr C Carter (Designated Safeguarding Lead) or Mrs S Hilton/Mrs E Wolfenden (Additional Designated Safeguarding Leads)** who are responsible for Child Protection and Safeguarding at Sir William Ramsay School. You must inform them at the earliest opportunity. If they are not available please contact reception and explain that you need to discuss a safeguarding issue (Tel: 01494 815211).

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

Although the likelihood of this is small it is important to know what to do in such an eventuality.

1. Listen to the child, without making judgements.
2. Take what they tell you seriously, children rarely lie about such matters.
3. Explain that you can't keep the information secret and must pass it on to someone who will know what to do.
4. Don't interrogate the child or ask leading questions, such as "what did he do next".
5. Reassure the child that they have done the right thing by telling someone.
6. Don't make promises that you can't keep but tell the child what you are going to do.
7. Report immediately to:

DSL: Mr C Carter (Deputy Headteacher)
ADSL: Mrs S Hilton (Inclusion Lead)
ADSL: Mrs E Wolfenden (SENDCo)



You are likely to be asked to make a written record of what you have seen or heard. This is an important part of your safeguarding responsibilities. You will be asked to summarise your concerns in writing including the student's name if known, or to give a brief description of the student. If the student has told you they are being harmed, write down as accurately as possible what was said.

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

You should report such allegations to the Headteacher. If the allegation is about the Headteacher, contact the Chair of Governors (Prof B Mogford); please ask at school reception for contact details.

How do I ensure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect. Whilst at the school you may well be working closely with children sometimes on a one to one basis. As a visitor to the school we would ask you not to initiate any contact with students.

If you are working with a student on his/her own always ensure that the door is left open or that you can be visible to others.

Never make arrangements to meet a student on their own without school and parental permission.

Do not

- photograph students,
- exchange e-mails or text messages,
- give out your own personal details or
- accept /allow them to have contact with you via social media

We believe all our students have a right to grow up safe from harm