

Occasional Visitor Procedures

Visitors must sign in at the Main Office on arrival .

Visitors will be given a lanyard, which must be worn at all times whilst on the site.

Visitors will 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 school site.

Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, wherever possible to avoid disappointment. 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.

Regular Visitors/Volunteers

Regular visitors/volunteers must sign in and out at the main office.

Regular visitors/volunteers must collect and wear their lanyards at all times.

Fire Safety

The Fire Alarm is a long continuous siren. If you hear this sound, leave school by the nearest exit and make your way to the assembly point located in the playground. Staff will need to account for you to ensure you are safe. Please familiarize yourself, with the fire evacuation plans situated near all exits.

Health & Safety

As a visitor you must follow the Health & Safety guidelines as required by the Health & Safety at Work act 1974.

Please comply with all safety signs, notices and instructions and immediately notify the member of staff you are visiting, or the school office, of any hazards or concerns.

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 one of the Safeguarding Team.

If you are concerned about the safety of any child in our school, you must report this to one of the Safeguarding Team.

If you are concerned about the conduct of a member of staff or volunteer in our school you must contact the designated Safeguarding Lead or a member of the Safeguarding Team.

Safeguarding Team

Designated Safeguarding Lead:

Miss Lisa Wetherall

Deputy Safeguarding Leads:

**Mrs V Merriman, Mr Tom Ruddock
and Mrs Mary Coulton**

Frizinghall Primary School



Safeguarding Guide for School Visitors and Volunteers

www.frizinghall.bradford.sch.uk

Tel: 01274 543072

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

If you become concerned about:
Something a child says.
Marks or bruises on a child.
Changes in a child's behaviour or demeanour.
You must inform a member of the Safeguarding Team.

What do I do if a child discloses that they are being harmed?

React calmly
Listen carefully to the child, particularly what is said spontaneously
Do not promise confidentiality. Explain to the child that you need to pass on the information if you are worried about their safety.
Do not ask leading questions or make judgements. Clarify your concern using "tell, explain, describe or outline" but once your concern is confirmed, ask no further questions as further enquiries may be compromised.
Only trained investigators question a child.
Reassure the child that they have done the right thing.
Record carefully what the child says in their own words, including how and when the account was given. Date, time and sign the record. Pass this on to a member of the Safeguarding Team immediately.

Types of Harm

Everybody has a responsibility to keep all children under the age of 18 safe, this applies to both the home and school environment.

Harm is identified in four ways:

Physical - This is when a child is deliberately hurt or injured.

Sexual - This is when a child is influenced or forced to take part in a sexual activity. This may or may not be a physical activity i.e. being exposed to inappropriate images.

Emotional - This is 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 - This is when a child is not being taken care of by their parents. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or, being left at home alone.

Extremism and Radicalisation - The holding of extreme political or religious views and the process of causing someone to adopt radical positions.

For further information see the school website or a member of the Safeguarding Team. The Safeguarding Team will be happy to provide a copy of relevant policies/procedures.

Keeping Yourself Safe

Be professional.
Be careful how you interact with a child, the child may interpret it differently.
Avoid any physical contact with a child 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 is best not to do anything for a child that he or she can do for himself or herself.
Always tell someone if a child displays any inappropriate behaviour or speaks in an inappropriate way to you. Log down the incident, time and date and pass it to a member of the Safeguarding Team.
Never make contact with any child via social networking sites.
Never take photos of any child in or out of school on any personal devices, e.g. mobile phones.
Do not use mobile phones around children.
The school uses Smoothwall filtering to prevent inappropriate material being accessed in school. If you are worried that this is not working properly, please report this to a member of staff immediately. The school uses Smoothwall monitoring on all school devices, this will alert the DSL to any inappropriate use of devices. The DSL is responsible for filtering and monitoring in school.

If in doubt....ask.