

Visitor Procedures

- Visitors must **sign in** at the school Office.
- Visitor badges must be always worn 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 school 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 office, and we will arrange for you to see a member of staff on duty.

Photographs – Mobile Devices

The use of personal phones by **anyone** is not permitted unless there is an emergency.

Governors

Governors are aware of their role in safeguarding children; review the Safeguarding Policy annually and ensure independent contractors have the required child protection procedures.

The safeguarding governor is Anne Price.

Online Safety

There is a separate policy on E-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 a Designated Safeguarding Lead (DSL).

If you are concerned about the conduct of a member of staff or volunteer in your school (Whistleblowing Policy), you must contact the Headteacher.

The Chair of Governors is **Steve Akers**.

Contact him via email:

admin@woolenwickinfants.herts.sch.uk

Designated Safeguarding Leads (DSLs):

Usha Dhorajiwala - Headteacher

Jade Nicholls – Assistant Head for KSI

Tom Robinson – Assistant Head for EY

Christina Anderson – Inclusion Leader

 Hertfordshire	County Hall Pegs Lane Hertford Hertfordshire SG13 8DN
 Woolenwick Infant & Nursery School Learning Growing Achieving Together	Woolenwick Infant and Nursery School, Bridge Road West, Stevenage, Hertfordshire SG1 2NU TEL: 01438 216070

Safeguarding Information Leaflet for School Visitors and Volunteers

All staff and Governors at Woolenwick Infant and Nursery School fully recognise that they have a duty to ensure arrangements are in place for safeguarding and promoting the wellbeing of children.

We adhere to the Hertfordshire Safeguarding Children Board Procedures and Keeping Children Safe in Education (KCSIE)

admin@woolenwickinfants.herts.sch.uk

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. Include the time and date. Inform one of the Designated Safeguarding Leads and hand over your record.

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

Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background, ability or disability.

A copy of the schools Child Protection Policy and Safeguarding Policy is located on the school website:
www.woolenwickinfants.herts.sch.uk

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 Headteacher.
- In their absence, immediately inform a Designated Safeguarding Lead (DSL).
- If your concern is about the Head teacher, you should report such allegation to the Chair of Governors

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 Designated Safeguarding Leads.
- Do not give any personal information to any child, for example your name, address, telephone number, mobile number or email address.
- Do not give out personal social network site information or respond to any requests on your personal social network site accounts.
- Be aware that contact made outside of the school environment as a result of your coming into contact with a pupil whilst you are on a school site, may have an impact on your employment.
- If you have concerns about the conduct of staff, it is your responsibility to inform the Headteacher.

Remember...if in doubt...ask