

**Confidentiality** - As a visitor to our school, you must ensure that confidentiality about a pupil, their family or members of staff is respected at all times. Confidential, personal or sensitive information must never be disclosed to anyone other than on a need to know basis.

**Health & Safety Advice** - The Health & Safety of children and adults is everyone's responsibility. Please alert a member of staff immediately if you have any concerns.

**Fire Precautions** - In the event of the continuous ringing of the fire alarm, you must leave the building immediately using the nearest fire exit—clearly marked with a green and white sign. Please ensure that children in your care are safely evacuated from the building. The assembly point is against the mesh fencing in the playground (nearest the road). If you require assistance with evacuating the school site in the event of an emergency, please let a member of staff know immediately.

**First Aid** - In the event of an accident, please advise a member of staff who will enlist the help of a trained first aider. Children who have serious medical conditions/allergies have their details displayed next to the medicine cabinet in the kitchen. Your attention will be drawn to this if your role in school involves these children. If you have a medical condition which you would like us to be aware of, so that we can offer some help should it be necessary, please inform a member of staff on arrival.

**Security** - Please be aware that there are many external doors to the school and these need to be kept closed and/or locked at all times.

### Safeguarding Contacts

**Head of School:** Sharon Turner

**Designated Safeguarding Lead:**  
Sharon Turner

**Deputy DSL:** Steve Elson

**Chair of Governors:** Duncan Raper

**Safeguarding Governor:** J Messer

### **Emergencies**

If a child is in immediate danger, left alone or missing, you should contact the police directly and/or an ambulance using **999**.

**Non-emergencies:** If there is no immediate danger but you are concerned about a child's welfare, contact:

**MASH** - Multi Agency Safeguarding Hub

**Telephone: 0300 126 1000**

**Out of hours:** If you need to contact children's social care urgently during the evening, at night, or at the weekend, phone the out of hours team on **01604 626938**.

## Farthinghoe Community Primary School



### **Information for Visitors**

Please take a few moments to read this leaflet.

We are committed to safeguarding and promoting the welfare of our pupils and require all staff and visitors to share this commitment.

Contained in this leaflet is information about our child protection procedures and guidance on what you should do if you have any concerns.

Tel: 01295 710406

Email: [head@farthinghoe.northants-ecl.gov.uk](mailto:head@farthinghoe.northants-ecl.gov.uk)

[www.farthinghoeprimaryschool.co.uk](http://www.farthinghoeprimaryschool.co.uk)

# Welcome

Please sign in to the visitor's book on arrival. When you leave the building, please exit through the school office and sign out of the visitor's book, informing a member of staff as you go.

A 'Visitor' lanyard should be worn whilst you are visiting our school.

Please switch off all mobile devices, including phones, whilst you are in school.

If, during your visit, you have any concerns about the welfare or well being of a child, please discuss it immediately with our Designated Safeguarding Lead (DSL) – Sharon Turner or our Deputy Designated Safeguarding Leads – Steve Elson. You may be asked to complete a blue 'Cause For Concern' form.

Please be assured that no concern is insignificant and that, by passing on your information in a confidential manner, you will be fulfilling your responsibility to provide a safe environment in which children can learn.

For more information, please refer to our Child Protection Policy and the government guidance 'Keeping Children Safe in Education' (September 2020) and 'Working Together to Safeguard Children' (March 2020) - all of which are available from the school office. Copies of all school policies and procedures can be requested at any time. Policies are also available on our school website.

## Keeping Everyone Safe

We hope that you have an enjoyable visit to Farthinghoe School. Our main priority is to ensure that everyone who visits is aware of their responsibility towards making sure all young people are safe.

As a visitor please remember the following:

- If you are working in a 1:1 situation with a pupil, we must have confirmation that all the necessary safeguarding checks have been carried out, including a recent Enhanced Criminal Record Certificate.
- Avoid making physical contact with any pupil.
- You must never exchange personal contact details with a pupil or arrange to meet them outside of the school environment.
- The use of cameras and taking photographs is not permitted unless prior permission has been sought.
- Please be a positive role model in the way that you dress, talk and act. Please dress in a manner that reflects the importance of your role - wear smart, practical clothing and footwear.

## Safeguarding Advice for Volunteers and Visitors

If whilst working with a child you become concerned about:-

- Comments being made by a child
- Marks or bruising on a child
- Changes in the child's behaviour or demeanour

it is not your responsibility to investigate, but you must please report these concerns to the school's Designated Safeguarding Lead.

## Disclosure of abuse by a child

Whilst this can be an alarming situation, it is important that you know what to do in such an eventuality and for you to be able to stay calm and controlled.

- Listen to what is being said without displaying shock or disbelief. Accept what is being said.
- Allow the child to talk freely. Listen, rather than ask direct questions.
- Re-assure the child, but do not make promises that it might not be possible to keep.
- Do not promise confidentiality but explain to the child that you have to tell the Designated Safeguarding Lead in order that you can help them.
- Do not interrogate the child or ask leading questions. Re-assure the child that it is not their fault.
- Stress that it was right to tell.
- Make them aware that their disclosure will be reported only to those that need to know and can help.
- Record details of the disclosure immediately, including wherever possible the exact words or phrases used by the child. Sign and date the record. Report your concerns and give your written record to the Designated Safeguarding Lead to enable the matter to be dealt with in the most appropriate way.

If the alleged abuser is a member of the school staff, you should report such allegations to the Head of School.

If the alleged abuser is the Head of School, you should report such allegations to the Chair of Governors – Mr D Raper.