

This leaflet contains information about our expectations of you whilst visiting All Saints Church School. If you are unclear about anything within this leaflet, please speak to one of the office staff or to a member of the safeguarding team whose details can be found on the back of this leaflet.

Arrival and Departure Procedures

- All visitors and volunteers must sign in at the office
- All visitors and volunteers must be issued with a lanyard

A RED VISITOR lanyard is issued to visitors that have all the appropriate safeguarding checks that have been seen by a member of staff.

A YELLOW VISITOR lanyard is issued to visitors that do not have the relevant school safeguarding checks and **MUST** be escorted by a member of staff at all times.

- Visitors and volunteers must leave the school via the main office to sign out and return their lanyard, even if you are due to return to the school again on the same day.

CONFIDENTIALITY - During a visit, you may see or hear confidential information, for example, a child's special educational needs. This information must be kept confidential and not shared outside the school.

GENERAL

- Mobile devices must not be used within the school premises without prior permission.
- Smoking is not permitted anywhere on the school premises.

SAFEGUARDING

All Saints Church School is committed to promoting the welfare and safeguarding of all children and expects everyone to share this commitment. As an adult working with young children, or as a visitor to the school you have a duty of care to act immediately should you have a concern about a child's welfare.

What to do if a child says they are being harmed

- **React calmly.**
- **Listen carefully** – do not interrupt, ask questions or criticise.
- **Reassure the child** that they are doing the right thing. Be calm, attentive and non-judgemental. **DO NOT** promise to keep what is said a secret.
- **Explain** to the child that you must pass on the information if you are concerned about their safety.
- **DO NOT** ask leading questions. **CLARIFY** and check your concern if you feel that you are not sure, by using **TED – Tell, Explain, Describe**. As soon as you believe there to be a genuine issue – ask no further questions.
- **Record carefully** what the child says in their own words including how and when the account was given and any questions which were asked.
- **Immediately**, pass this on to any of the Designated Safeguarding Leads or Deputy Safeguarding Leads. Photos of these team members can be found on the back of this leaflet.

If you are not sure about a child being at risk from harm, inform a DSL or DDSL they will offer advice and take appropriate action.



If you are concerned about the behaviour of a member of staff/visitor/volunteer, you must immediately inform the Headteacher.

If you are concerned about the Headteacher, this should be raised with the Chair of Governors.

Copies of the school's Safeguarding and Child Protection policy can be found on the school website.

Copies of the Code of Conduct and Whistleblowing Policy can be found on the school website.

Keeping yourself safe

- Be professional. Be careful how you interact with or speak to a child.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- Avoid being on your own with a child, unless your reason for visiting the school dictates this is necessary. E.g. Therapist, Educational Psychologist. If hearing readers as a volunteer, you may use the main corridors or library area.
- Dress appropriately for the role you are performing.

Should you have an accident or feel unwell during your visit, please report to the main school office. You may be asked to complete an accident report form.