

Keeping ourselves safe

- All visitors must sign in at Reception on arrival.
- Visitors will be issued with a badge that must be worn and visible at all times.
- Visitors are asked to read this leaflet in full on arrival on their first visit.
- Visitors should remain in Reception until under the supervision of a designated member of staff.
- Mobile phones are not to be used whilst on the school site.
- Photographs are not to be taken unless by prior agreement.
- Be a good role model to our pupils by being respectful, fair and considerate of others. Remember children may interpret your words/actions differently.
- Report to staff any unacceptable behaviour.
- When working with a pupil(s) ensure you are visible to others.
- All visitors must sign out at Reception

Regular Volunteers

- Volunteers must sign in at Reception.
- Volunteers must sign out at Reception.
- Visitors will be issued with a badge that must be worn and visible at all times.

If you feel that a child may be at risk of harm but are not sure, then **inform one of the Safeguarding team 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 Safeguarding Policy is available on our website and upon request.

Types of harm

We all have a responsibility to keep children (under the age of 18) safe, both at home and in school.

Harm is identified in four ways:

Physical - when a child is deliberately hurt or injured.

Sexual - when a child is influenced or forced to take part in a sexual activity. This can also be an activity such as being made to look at inappropriate images.

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

REMEMBER...if in doubt...ask

Please do not leave our school without telling someone or doing something.

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 judgments. Clarify and check your concern if you feel that you are not sure, by using, for example, “tell (T), explain (E), describe (D)” but as soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries. Only trained investigators should question a child.
- Reassure the child that they are doing the right thing.
- Please speak to a member of school staff immediately, whether you think the issue is genuine or not. They will guide you through the recording and reporting process.

Other General Information

Fire/Emergency Procedures

Any person discovering a fire must:

- Operate the nearest fire alarm.

(The fire service will be called immediately by dialling "999" using the nearest telephone, when appropriate)

On hearing the fire signal:

- When in class the order to evacuate will be given by the teacher, who will indicate the route to be followed.
- When not in class form a single file and move by the most direct route to the place of assembly.
- At all times act quietly and calmly.
- Do not stop to collect your personal belongings.

First Aid: Please ask at Reception if you need assistance.

Accidents and Incidents: Please report these to Reception.

Visitors' Toilets: Located by the staff room near the entrance. Please ask at Reception for directions.

This leaflet has been given to you to make sure you understand what is expected of you. Please ask the person who gave it to you if you are unclear about anything in it, and keep the leaflet in a safe place, so that you can read it again if you need to.

We operate a system of assisted evacuation for disabled persons and others who may require assistance in an emergency. Please speak to our staff and we will explain the details.

We have trained members of staff who are able to assist you if it is necessary to evacuate. These staff will be constantly aware of your location in the premises, as they are with other persons. In the event of an emergency, we want to ensure that we provide you with assistance in the most appropriate way for you.

CONTACTS

Headteacher and Designated Safeguarding Lead:

Caroline Bullock - 01531 670385

Deputy Designated Safeguarding Leaders:

Miss S Taylor, Mr C Botham & Mrs E Marriage – 01531 670385

Deputy Designated Safeguarding Leaders (Holiday Club):

Mrs S Baker & Mrs C Morris – 01531 670385

Governor with Safeguarding responsibility:

Mr J Nicklin – 01531 670142

Chair of Governors

Mr G Jenkins – 01531 671001

Local Authority Designated Officer (LADO): 01432 260229



Ashperton Primary Academy

SAFEGUARDING ADVICE

FOR

VOLUNTEERS & VISITORS

Please sign in on arrival and collect your visitors badge. Please wear the badge at all times to avoid being challenged by staff.

Remain with your host at all times unless we confirm we have had the appropriate DBS clearance for you. If you have a red lanyard, you must be supervised by Ashperton staff at all times.

On departure please sign out and return your badge.