

Concerns about a child

If whilst working with a child, if a visitor becomes concerned about:

- Comments made by a child
- Marks or bruising on a child

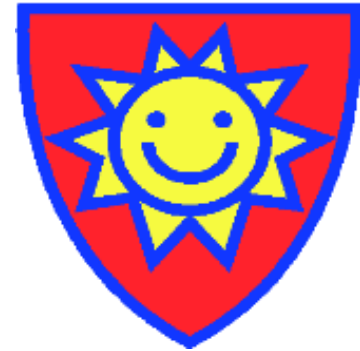
We request that these concerns are reported to the class teacher or another staff member, who if they feel it is appropriate, will pass the information to the Designated Safeguarding Lead.

For further guidance, the school's child protection and safeguarding policy can be found on the school website or a paper copy requested from the school's office.

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 might not be possible to keep.
- Do not promise confidentiality but explain to the child that you have to tell their teacher or Headteacher 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.
- Be aware of your own feelings about abuse and find someone you can share your feelings with once the procedures have been completed, names must remain confidential and any discussion that you feel you need to undertake does not allow the child to be identified to anyone else.



Visitor/Volunteer Safeguarding and Safety Information

Enderby Road Infant and Nursery

School

Sunningdale Road

Scunthorpe

North Lincolnshire DN17 2TD

admin.enderbyroad@northlincs.gov.uk

Enderby Road Infant and Nursery School VISITOR/VOLUNTEER SAFEGUARDING AND SAFETY INFORMATION

Enderby Road Infant and Nursery School is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment.

We hope that your visit will be enjoyable, informative and safe. Please help us by reading and complying with the guidance contained in this leaflet which is intended to ensure your health and safety whilst at Enderby Road.

If you have any questions after reading this, please do not hesitate to ask a member of staff to help you. Staff can be identified easily as they all wear badges and staff lanyards.

Safeguarding Team

We are committed to safeguarding and meeting the needs of all our children.

Designated Safeguarding Lead: Mrs Jo Smeaton

Deputy Leaders:

Mrs Lisa Clark – Pastoral Lead

Miss Sarah Mellows – SENCO

School Governor with responsibility for safeguarding is:

Mrs S Walmsley

Security

All visitors, supply staff, student teachers and contractors coming into the school must report to the school office.

As a visitor you will be asked to sign in and be issued with a visitor lanyard which must be worn prominently so that staff and students can see you are an authorised visitor. You will also be asked to show picture identification and your DBS certificate. Adults who are not wearing a lanyard will be challenged. If you are a regular visitor to the school you will need to sign in on each occasion. When you leave the site please ensure that you sign out.

Fire and Evacuation

On entry to school, we will explain and guide you through our emergency procedures. If you are in school for the day please ensure you read the evacuation notice in the room you are in. If the alarm sounds for any reason follow the instructions. When you evacuate, the assembly point is on the main playground. If you have students with you please ensure they leave quickly and calmly with you. **Do not take any personal risks.** You must not re-enter the building until told it is safe to do so.

First Aid

Most of our support staff have paediatric first aid training. Please alert a member of staff if you feel unwell and they will call for assistance for you. Alternatively, please go to the school office where Mrs Pogson can alert and locate Miss Fletcher, the main first aider.

Smoking

Enderby Road Infant and Nursery School is a non-smoking school – this includes e-cigarettes.

Please **do not smoke anywhere on the school site.**

Toilets

The unisex toilets are located directly opposite the school office. The disabled toilet is in the medical room off the main KS1 corridor.

Tea/Coffee

Hot drinks are to be consumed in the staff room – NO hot drinks are to be carried around school unless in a mug with a lid.

Safe working

We expect visitors to:

- Provide a good example and be a positive role-model by being respectful, fair and considerate to all.
- Treat all children equally never build a particular relationship with one child above all others.
- Dress safely and appropriately for the tasks that you are required to undertake
- Ensure that when working with individual children, that the door is left open, or that you can be visible to others.
- Not photograph children (unless requested by the school staff or permission given from the head teacher)
- Not Exchange emails, text messages, and phone numbers or give out personal details.
- Not receive or give gifts unless arranged through school. • Ensure all messages communicated to students support fundamental British values are not politically biased and are in line with our school values.
- Keep mobile phones turned off and kept in bags. If anyone visiting, the school needs to receive an urgent message they should give the school number to the person they are waiting to hear from.