



OUR LADY OF THE  
ROSARY PRIMARY

# School Visitor Safeguarding Guide

## SAFEGUARDING STAFF

Designated  
Safeguarding Lead  
Mrs H Groves

Deputy Safeguarding Lead  
Miss M Cook

Deputy Safeguarding Lead  
Mrs L Weinberg

Chair of Governors  
Mrs P Moore

## Safeguarding Statement

Our Lady of the Rosary is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment.

This leaflet contains information about our expectations of you whilst visiting our school. If you are unclear about anything please speak to any of the contacts named within.

If you are concerned about the safety of a child in our school, you must report this to the Designated Safeguarding Lead, Mrs H Groves.

If you are concerned about the conduct of a member of staff or volunteer in our school, you must contact the Headteacher, Mrs H Groves

## WHAT DO I DO IF I AM WORRIED ABOUT A CHILD?

If you become concerned about:

- Something a pupil says
- Marks or bruising on a student
- Changes in child's behaviour or demeanour

You must inform the Designated Safeguarding Lead

- If you feel that a child may be at risk of serious harm but are not sure, then inform the Designated Safeguarding Lead.
- Child abuse can happen to any child regardless of gender, culture, religion or social background, or those with or without a disability.
- A copy of the School's Safeguarding Policy is kept in the School Office

SOMETIMES A CHILD MAY DISCLOSE INFORMATION TO YOU. IF THIS HAPPENS THEN THE FOLLOWING ACTIONS MUST BE TAKEN:

- React calmly
- Listen carefully to the child, particularly what is said spontaneously
- Do not promise confidentiality. Explain to the child that you may need to pass on the information if you are worried about their safety.
- You may clarify your concerns using, "tell, explain, describe or outline" but as soon as your concern is confirmed, ask no further questions as further enquiries may be compromised.

## ONLY A TRAINED INVESTIGATOR SHOULD QUESTION A CHILD

- Reassure the child that they have done the right thing
- Record carefully what the child says in their words including how and when the account was given. Date, time and sign the record. Pass it on to the Designated Member of Staff for Safeguarding immediately

## TYPES OF HARM

Everybody has responsibility to keep all children under the age of 18 safe and this applies to both the home and school environments,

Harm is identified in four ways:

- Physical – This when a child is deliberately hurt or injured
- Sexual – This is when a child is influenced or forced to take part in sexual activity. This can be a physical activity or none i.e. being made to look at an inappropriate image
- Emotional – This is 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 be when children see their parents, or visitors to the home, fighting or using violence.
- Neglect – This can be when a child is not being taken care of by their parents. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left at home alone..

## STAFF CONDUCT

If you are concerned about the conduct of a member of staff following an observation or disclosure the following action must be taken:

- Immediately inform the Headteacher
- In their absence, immediately inform the Deputy Headteacher, Miss M Cook

## KEEPING YOURSELF SAFE

- Be professional. Be careful how you interact with or speak to a child, the child may interpret differently
- Avoid physical contact with children unless you are preventing them from immediate harm, to 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 is best not to do anything for a child that they can do for themselves
- Always tell someone if a child touches you or speaks to you inappropriately. Log the incident, time and date, and pass it on to the Headteacher
- If you have concerns about a member of staff, it is your responsibility to inform the Headteacher .

REMEMBER... IF IN DOUBT... ASK