

At Badsworth CE J&I School we recognize our moral and statutory responsibility to safeguard and promote the welfare of all. We endeavor to provide a safe and welcoming environment where everyone feels respected and valued. We will act quickly and follow our procedures to ensure everyone is safe and protected from any harm and supported if they do.

The leaflet contains information about our expectations of you whilst visiting our school. If you are unclear about anything in it, please speak to any named person on this leaflet. Also, please keep this leaflet safe as a reference should you need it.

If you are concerned about the safety of anyone, you must report this to our Designated Safeguarding Lead – Miss Griffiths, or in her absence, Mr. Thomson, Mrs. Parker or Miss Jenkins.

If you are concerned about the conduct of any member of staff or volunteer, please contact Miss Griffiths. If it is Miss Griffiths you have concerns about, please contact the Chair of Governors, Mr. M. Finney.

## **Safeguarding Staff**

### **Designated Safeguarding Lead (DSL)/Headteacher:**

**Miss. Griffiths**

### **Deputy DSL:**

**Mr. Thomson**

**Miss. Jenkins**

### **DSL for Early years**

**Mrs. Parker**

### **Chair of Governors:**

**Michael Finney**

### **Safeguarding Governors**

**Mr. J. Gillespie**

**Mrs. L. Roddy**

## **Visitor Procedures**

### **All visitors must be signed in at Reception and be signed out on departure.**

All visitors will be issued with an appropriate 'visitor's sticker' which must be visible at all times.

Visitors wishing to speak to a staff member should telephone school to arrange an appointment, when possible, to avoid disappointment.

If you are seeking an urgent appointment, please call to reception and we will attempt to arrange this for you.



**BADSWORTH**  
CofE School

**CARE – Prepare – Believe**  
**'I can do all things through Him**  
**who strengthens me'**

## **School Visitor** **Safeguarding** **Guide**

**Badsworth CE (VC) J & I School**

**Main Street**

**Badsworth**

**Pontefract**

**West Yorkshire**

**WF9 1AJ**

**Tel/Fax 01977 649157**

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

### 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 pupil
- changes in a child's behaviour or demeanour.

**You must inform the Designated Safeguarding Lead as soon as possible.**

If you feel that a child may be at risk of harm but are not sure then inform the Designated Safeguarding Lead immediately who will offer advice and take appropriate action.

Child abuse happens to all children regardless of gender, culture, religion, social background and those with or without a disability.

A copy of the school's safeguarding policy is on display on the Safeguarding Board in the staffroom and is published on our school website.

Sometimes a child may disclose information to you. If this happens then the following actions must take place.

### What Do I do if A Child Discloses, They Are Being Harmed?

- 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 concern using "tell, explain, describe or outline" but as soon as your concern is confirmed ask no further questions as further enquiries may be compromised.
- 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 this on to the Designated Member of Staff for Safeguarding immediately.

### Types of Abuse and Neglect

**Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development.

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

**Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

### Specific Safeguarding Issues

Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues.

**For more specific information please refer to the DfE document, Keeping Children Safe In Education.**

### Things to know when working with children in our school:

- If you are working alone with a child, work in an open space or leave the door open so you are visible to others.
- To keep children safe, children walk around school in pairs and are not alone. If you are working with a child on their own, either walk with them to their class or take them to the school office.

For further detail about the points above, please ask a member of SLT for clarification or refer to the following policies found on the school's website:

- Health and Safety Policy
- Positive behaviour and relationships Policy

### Staff Conduct

If you are concerned about the conduct of a member of staff, it is your responsibility to immediately inform the Headteacher or, in their absence, the Deputy Headteacher.

### Keeping Yourself Safe

Act in a professional manner. Clothing should be appropriate for working in a school with children. Be careful how you interact with or speak to a child, the child may interpret what you say differently.

Avoid physical contact with children unless you are preventing them from immediately harming 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's best not to do anything for a child that he or she can do for him or herself. If in doubt, ask the class teacher first.

Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident, time and date as soon as possible and pass it on to the Headteacher.

**Remember... if in doubt... ask.**

### Health and Safety information

#### **Fire Alarm and other Emergency Procedures**

#### **Fire:**

In the case of a fire alarm, you should always make your way outside of the building you are in and go to our assembly point on the school field.

Fire Marshals will be visible in orange high visibility vests to support you.

If you require assistance in the case of evacuation, make this clear to the school office when signing in before making your way to class.

If working with a group of children outside of the classroom, evacuate the building via the nearest exit with those children and go straight to the school field.

#### **Lockdown:**

In the case of a Lockdown procedure being initiated, you will hear three long whistles. If you are working within a classroom, follow the instructions of the class teacher. If working in a shared area, remain where you are and hide out of sight away from doors and windows.