

This is an information leaflet for volunteers and visitors to the school. We are committed to promoting Health, Safety and Safeguarding at our school, so please take a few minutes to read the information in this leaflet.

## USEFUL CONTACT DETAILS

### **Designated Safeguarding Lead:**

Rachel Parry (Headteacher)

### **Deputy Designated Safeguarding Lead:**

Sarah Lucas (Teacher)

### **Prevent, Single Point of Contact:**

Rachel Parry (Headteacher)

### **Safeguarding Governor:**

Mikala Dawson

### **Co-Chairs of Governors:**

Julie Sutton & Lesley Kincey

## CAUSE FOR CONCERN

It may be that you have concerns about a child's wellbeing, but they have not actually said anything to you. You should always pass on your concerns to the Designated Safeguarding Lead, or her Deputy.

It is very important that you do not feel afraid about passing on your concerns. You should note down your concerns and hand these to the office as soon as possible, with the following:

- The nature of your concern
- The evidence that led to the concern
- Signed and dated

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## HEALTH AND SAFETY

- Please sign in on arrival and collect your Visitor Pass. You will also be asked for ID if you are new to the school.
- Please wear the Visitor Pass at all times to avoid being challenged by staff or students.
- Remain with your host at all times unless we confirm we have had prior DBS clearance for you.
- Smoking, including e-cigarettes, is not permitted on/in any area of the school grounds or buildings.
- On departure please sign out and return your pass to the school office.

## FIRE

If you hear the fire alarm sounding, which is a continuous, alternating tone, please make your way out of the building immediately following the green fire exit signs, and make your way to the fire assembly point outside.

## LOCKDOWN

If you hear an air horn sounding intermittently, please stay inside the building. A Hague Bar member of staff will lock doors and windows and usher people to a hiding place.



**An Information Leaflet for  
Volunteers and Visitors.**

There are four categories of abuse:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

There may be an occasion when you have cause for concern– perhaps about marks or bruises you have noticed, their physical presentation, their behaviour, or something they have told you. All adults in school have a duty of care to children and such concerns MUST be reported and in confidence to a teaching member of staff who will then relay this to the Designated Safeguarding Lead.

It is important to remember that it is not your responsibility to investigate suspected cases of abuse, only to report them to a Designated Safeguarding Lead.

## DISCLOSURE OF ABUSE

If approached by a child wanting to talk, you should listen positively and reassure the child. Ask for a Hague Bar Primary School member of staff to join the conversation.

Helping a child when abuse is disclosed:

- Stay calm and controlled.
- Do not communicate shock, anger or embarrassment.
- Reassure the child. Say that you are pleased s/he is speaking to you.
- Do not make false promises ie that you will keep the abuse a secret
- Let the child know that it was not his/her fault
- Encourage the child without using leading questions
- Check that you have understood the child correctly by reflecting their own words back to encourage elaboration.
- Praise the child for telling you and say that s/he has a right to be safe and protected.
- Do not tell the child that what s/he experienced is dirty, naughty or bad or make comments about the alleged offender.

- As soon as possible write a first-hand account of what has been said using the child's words.
- At the end of the conversation, tell the child again who you are going to tell and why that person or those people need to know. Immediately afterwards, report this to the Designated Safeguarding Lead.

## CONCERN ABOUT A STAFF MEMBER

If you have a concern about the behaviour of any adult in school, you must pass this concern directly to the Head Teacher. If the concern relates to the Head Teacher, it must be reported to the Chair of Governors – 07900 052146.

