Welcome to XXXX

As a visitor to our setting, it is important that you are aware of our safeguarding procedures – please ask a member of staff if you are unsure of anything in this leaflet

***Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families has a role to play* *(Keeping Children Safe in Education, DfE 2023)***

* All visitors should be prepared to provide formal identification and, where required, evidence of their Disclosure and Barring Service (DBS) Check (this may be a letter from an employer to confirm the appropriate DBS check has been obtained)
* All visitors must wear the ID provided upon signing in – this must be worn and kept visible at all times while on site
* Where visitors have parked on our site, they must ensure their registration details are provided when they sign in
* All visitors must sign out and hand in the ID provided when leaving the site

We take safeguarding very seriously. Everyone in the setting has a role to play in keeping children safe, although there are certain key people with particular responsibilities:

|  |  |
| --- | --- |
| **Headteacher/Manager:** |  |
| **Designated Safeguarding Lead / Lead Practitioner** |  |
| **Deputy Designated Safeguarding Lead / Lead Practitioner:** |  |
| **Governor/Trustee/Management committee for safeguarding:** |  |

**What is Abuse?**

Abuse is maltreatment of a child. This may be neglect, any form of physical, emotional or sexual mistreatment that leads to harm or injury, or failure to protect a child from harm. It can happen to any child regardless of their age, gender, race or ability and may be inflicted on the child by an adult/adults or another child or children.

**What to do if you are worried about a child:**

You may observe something or become aware of information about a child which concerns you while you are in our setting. If you do, it is important that you share your concerns with the manager / lead practitioner for safeguarding *[Delete / amend as appropriate*].

**What to do if a child makes a disclosure:**

* React calmly, listen without displaying shock, disbelief or making judgements
* Do not promise confidentiality – explain that you must share the information with the Designated Safeguarding Lead
* Reassure the child, but only so far as is honest and reliable
* Do not interrogate the child, ask leading questions or criticise the alleged perpetrator.
* Make accurate notes (record the date, time, place, your observations and exactly what the child has said) *[You may want to provide detail on how / where to do this]*
* Report your concerns immediately to the Designated or Deputy Designated Safeguarding Lead
* Follow our Child Protection Policy and procedures at all times

**What to do if you have concerns about a member of staff**

If you are concerned about the conduct of a member of staff following something you have observed or a disclosure, you must report this to the manager (or Deputy Manager / lead practitioner for safeguarding in the absence of the manager). Where the concern is about the Manager, it should be reported direct to the Proprietor.

**What to do to keep yourself safe**

* Always speak to children calmly and respectfully
* Avoid physical contact with children unless you are preventing them from harming themselves or others
* Avoid being alone with any child – you should not do so unless there is a specific reason to do so and other staff are aware.
* Always tell someone if a child touches you or speaks to you inappropriately (record the incident, including the time and date, and give this to the Headteacher / Designated Lead)
* Never exchange personal contact details with a child or arrange to meet them outside of the school environment
* Never have contact with a child on social media
* Never use a personal mobile phone or camera around children
* Never discuss confidential information outside of school or on-line

**Fire and emergency evacuation**

If the alarm sounds *[what does this sound like]*, exit by the nearest fire exit and make your way to XXXX. Please wait there until you are given permission to re-enter the building. If you discover a fire, please activate the alarm and inform a member of staff if possible. *[You may want to include further instruction here]*

**First Aid**

Many of our staff members are trained in First Aid. If you need assistance, please inform a member of staff. Visitors should not treat children unless permission has been given. In an emergency do not hesitate to call 999 for an ambulance.

**Accidents and Incidents**

Please report any accident to the school office.

**Use of school internet**

All users of the school systems and Wi-Fi must comply with the XXXX policy. Please ask at the school office for details.

**Use of cameras / mobile phones while on site**

You may want to include information here – delete if not