

## A guide to Safeguarding for all Visitors and Volunteers at Tibshelf Infant and Nursery School



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Derby and Derbyshire Safeguarding children's Partnership

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### Safeguarding Statement

Tibshelf Infant and Nursery School is committed to safeguarding and promoting the welfare of our children and requires all staff, volunteers and visitors to share this commitment.

### Visitor procedures

All visitors must sign in at the main reception

- Visitors are asked to remain under the supervision of a designated staff member whilst on site
- Visitors must sign out at the main reception before leaving the site
- Visitors wishing to see a member of staff should contact the school to make an appointment. If you are seeking an urgent appointment, please speak to the office manager in reception who will arrange for you to see a member of staff

### E-Safety

#### **Mobile phones**

To protect our children, we ask that you do not have your phone out or use it during your time in the main school buildings. If this is an issue, please speak to a member of staff on arrival.

#### **Photographs**

Under no circumstances should you take photographs of our children whilst at our school.

### Health and Safety

#### **Fire**

In the event of a fire alarm please use the nearest fire exit and make your way out onto the playground where you will be able to make yourself known to a member of staff. Please make yourself aware of the nearest fire exit to where you are based.

#### **Accidents and illness**

All accidents regardless of their severity must be reported to a member of staff. All staff members are first aiders. Accidents are logged by staff in the accident book. There is an accident book in school and one in nursery.

## Pupil Behaviour

During your visit you might observe a pupil struggling to manage their behaviour. We would like to reassure you staff have been trained to manage these situations keeping the child, themselves and other safe. A copy of the school's Behaviour Policy and Safeguarding Policy are on the Safeguarding Board in school.

## Comfort Break

Should you require a break during your visit, a member of staff will be happy to direct you to our adult facilities which are located at opposite ends of the school.

## What to do if I am worried about a child?

You might become concerned about:

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

Please report these concerns to the class teacher or a member of the school staff, who if they feel appropriate, will pass the information in to one of the school's designated safeguarding leads. Child abuse can happen to all children regardless of gender, culture, religion, social background and those with or without disability.

## What to do if a child discloses, they are being harmed?

- It is important to stay calm and controlled
- Listen carefully to the child do not interrogate them or ask leading questions
- Remember not to show shock or disbelief
- Do not promise confidentiality. Reassure the child but do not make promises you might not be able to keep
- Reassure the child you will tell their teacher or the Head teacher who will be able to help them
- Record carefully what the child says in their words, including how and when the account was given. Date, time and sign the account and pass it one to one of the Designated Safeguarding leads
- Be aware of your feelings and find someone to share then with once the procedures have been completed

## Visitor Code of Conduct

- Treat everyone with respect
- Provide an example you would wish others to follow
- Do not jump to conclusions, always check first
- Avoid physical contact with the child unless you are preventing them from harming themselves
- 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

If you are concerned about the conduct of a member of staff during your visit the following actions must take place:

- Immediately inform the head teacher
- In their absence, immediately inform the Deputy head Teacher