

## KEY SCHOOL CONTACTS

Headteacher:

**Mrs. Cherane Marshall**

Designated Safeguarding Lead:

**Mrs. Cherane Marshall**

Deputy Designated Safeguarding Lead:

**Miss Claire Harwood**

School Secretary:

**Mrs. Denise Sheppard**

Safeguarding Governor:

**Mr. John Crouch**

Relevant School Policies:

Child Protection & Safeguarding Policy

Health & Safety Policy

Please remember to sign out and return your Visitors' badge to the office before you leave, even if you are due to return to the school again on the same day.

### St Michael's CE Primary School

Houghton Green Lane  
Playden, Nr Rye  
East Sussex  
TN31 7PJ

Phone: 01797 280277  
E-mail: [office@playdenschool.com](mailto:office@playdenschool.com)

*Smoking is not permitted on any part of the school premises.*



## St. Michael's CE Primary School

**Love-Honesty-Forgiveness-Respect**  
"Together Everyone Achieves More"

# Visitors' Information Leaflet & Safeguarding Advice

2018-19



Tel: 01797 280277

## Safeguarding advice for volunteers and visitors

Our aim is to provide a safe and secure environment for our pupils, staff, volunteers and visitors. As a school, we are committed to safeguarding and meeting the needs of children and young people and we hope that this leaflet will provide some useful advice and information when working with young people at St. Michael's.

## Security of pupils, staff and visitors

All members of staff will wear identify badges on their person at all times. All visitors should report to the school office on arrival and sign the visitors' record. Visitors will be issued with a Visitor's sticker which should be worn and visible at all times.

## Disclosures

All staff and regular volunteers will require an enhanced certificate issued by the Disclosure and Barring Service (DBS) before they commence work/volunteering at the school. This is to help ensure that unsuitable people are prevented from working with young people. If you do not have a DBS certificate, you are not allowed to work unsupervised with children.

## Code of behaviour

We shall be grateful if you will follow this code:

- Do treat everyone with respect
- Do provide an example you wish others to follow
- Do respect a child's right to personal privacy
- Do not photograph children, exchange emails, text messages and phone numbers or give out your own personal details
- Do act as an appropriate role model

- Do not permit abusive activities e.g, bullying, ridiculing
- Do not play physical contact games, make inappropriate comments or have inappropriate banter with the children

## Concerns about a child?

If whilst working with a child you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in a child's behaviour

Please report these concerns to the class teacher or directly to the Designated Safeguarding Leads (DSL):

**Mrs. Cherane Marshall (DSL)**

**Miss Claire Harwood (Deputy DSL)**

## Disclosure by a child

Whilst this can be an alarming situation, it is important that you know what to do in such an eventuality and for you to be able to stay calm and objective.

- Listen to what is being said without displaying shock or disbelief.
- Allow the child to talk freely, listen rather than ask questions.
- Reassure the child, but do not make promises that might not be possible to keep.
- Do not promise confidentiality but explain to the child that you have to tell their teacher or Headteacher in order that you can help them.
- Do not interrogate the child or ask leading questions.
- Reassure the child that it is not their fault.
- Stress that it was right to tell.

- Record details of the disclosure immediately, including wherever possible the exact words or phrases used by the child. Sign and date the record.
- Report your concerns to the Designated Safeguarding Lead, **Mrs. Cherane Marshall**, to enable the matter to be dealt with in the most appropriate way.
- Be aware of your own feelings about the disclosure and find someone you can share your feelings with once the procedures have been completed — remember however, all children's details and names **MUST** remain confidential and any discussion that you feel you need to undertake does not allow the child to be identified to anyone else.

## Health & Safety

The staff, children and governors are aware of the need to feel secure and comfortable in the school. We also like to ensure that our visitors are safe but, in a busy school environment it is possible for accidents and unexpected events to occur.

### **Fire:**

- If you hear the fire alarm sounding, please make your way out of the building immediately following the green FIRE EXIT signs and make your way to the school playground.
- DO NOT enter the building again unless you are informed by a member of staff that it is safe to do so.

### **Accidents/illness:**

- Should you have an accident or feel unwell during your visit, please report to the school office. If you are unable to make your own way to the office, please inform a member of staff.
- The school has a number of trained First Aiders and there will always be one on duty/present during the school day.