

## Arrival

- on arrival at reception you will be asked to sign in and you will be asked to produce ID
- you will be given a visitor's lanyard which you will be required to wear at all times whilst on the school premises
- when departing you need to sign out and return your visitor's lanyard
- regular volunteers will be required to have completed a full DBS check
- please allow a member of the office staff to escort you to your work space in the school

## Confidentiality & Data Protection

- photography and video recording will only be permitted at the discretion of the head teacher
- Visitors/volunteers must not take photographs or videos of pupils on personal equipment whilst working in school or on school trips
- to preserve confidentiality, visitors must not pass on any information from their visit to others (unless specific outside professional agencies)

## Respect

- all our children have the right to be safeguarded from harm regardless of race, religion, preferred language or ethnicity, age, gender, sexuality or disability
- please show respect and concern for others
- please set a good example in your own speech and behaviour towards all members of our school community

## Child Protection/Safeguarding

### **If you are working with a child ....**

- ensure the class teacher is aware of this, where you are working and how long for
- please work in a space that is open, or has an open door, or be visible by others through a window
- avoid all unnecessary physical contact

### **If you have concerns about a child ....**

- speak with the Designated Safeguarding Lead—DSL (Sophie Davies) or our deputy DSL's (Sophie Keating/Tracey Aitken)
- always share concerns with school staff, no matter how small they may appear; don't keep them to yourself
- if a child says something to you that you think could be a safeguarding concern, write it down immediately using our reporting form in the staff room
- never promise to keep secrets
- listen to the child, any questions should be open using the TED question openers:

Tell me...

Explain to me

Describe to me...

### **If you have concerns about an adult ....**

- please ask to speak to the Designated Safeguarding Lead straight away
- if your concern is related to the conduct or practice of the DSL, please contact the Chair of Governors (Freya Fixler, details overleaf)

## Looking Out for Signs

It is important to be vigilant to potential signs of abuse and neglect. Some possible signs might include:

- angry outbursts / aggressive behaviour
- withdrawing from contact/interaction
- Clinging/ anxious behaviour
- appearing anxious
- pain or discomfort
- injuries or a combination of injuries
- explanations given which does not match evidence or child is evasive
- inappropriate knowledge revealed
- unkempt appearance
- changes in eating habits
- regularly hungry
- failure to thrive

These signs need to be considered in the context of the child's personal development and situation.

### **Telephone Numbers:**

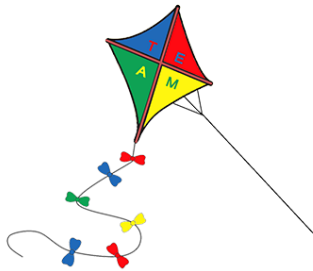
- School—01962 713358
- Emergency—999 or 112

All our visitors, volunteers and providers have a responsibility for safeguarding our pupils.

**Safeguarding our pupils is the highest priority at our school.**

This information booklet contains information about our safeguarding procedures.

They are there to protect you as much as to protect our children.



**Telephone Numbers:**

- School—01962 713358
- Emergency—999 or 112

## Child Protection Contacts

Any concerns should be reported straight away to our Designated Safeguarding Lead (DSL)

- DSL: Sophie Davies
- Deputy DSL: Tracey Aitken, Sophie Keating
- Governor for Safeguarding: Freya Fixler

The DSL will contact the relevant authorities when information is shared with them. However, anyone can refer to social care:

Children's Referral Team:  
01329 225379

Out of Hours Social Care:  
0300 555 1373

In an emergency, do not delay,  
call 999

If your concern is related to the conduct of the Headteacher, please contact the Chair of Governors, Freya Fixler via the school office.

**We are committed to safeguarding and promoting the welfare of children.**

**As such we expect all our volunteers and visitors to share this common commitment.**



## Twyford St Mary's C of E Primary School

### Safeguarding our Children

#### Guidance for Visitors, Volunteers and External Providers

Twyford St. Mary's C of E Primary School. School Road. Twyford. Winchester. SO21 1QQ.

Tel: 01962 713358

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