

## Types of harm

We all have a responsibility to keep children (under the age of 18) safe, both at home and in school. Harm is identified in four ways:

**Physical** - when a child is deliberately hurt or injured.

**Sexual** - when a child is influenced or forced to take part in a sexual activity. This can be a physical activity or non-physical, e.g., being made to look at an inappropriate image.

**Emotional** - when a child is made to feel frightened, worthless, or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence.

**Neglect** - when a child is not being taken care of by their parents/guardians. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left home alone.

### Staff Conduct

If you are concerned about the conduct of a member of staff, following an observation or disclosure, the following actions must be taken:

Immediately inform the Head Teacher Tim Eustace

In his absence, immediately inform an assistant headteacher: Amie Hall or Steph Tucker.

If you do not feel able to inform a member of school staff, you can contact the BANES LADO 01225 396810.

**If you have concerns about the conduct of staff, it is your responsibility to inform a member of the Safeguarding Team. Remember...if in doubt...ask!**



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*'Where every child can dream, believe and achieve'*

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## Safeguarding Guide for School Visitors and Volunteers

Our Safeguarding leads in school are:



Mr Tim Eustace

**Headteacher**

Designated Safeguarding Lead



Miss Amie Hall

**Assistant Headteacher  
(Bishop Sutton Based)**

Deputy Designated Safeguarding  
Lead



Mrs Steph Tucker

**Assistant Headteacher  
(Stanton Drew Based)**

Deputy Designated Safeguarding  
Lead

### **Safeguarding Statement:**

We are committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers, and visitors to share this common commitment. This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it, please speak to any of the contacts named within. Please keep the leaflet in a safe place so that you can read it again if you need to. If you are concerned about the safety of any child in our school, you must report this to a member of the Safeguarding Team.

### **Visitor Procedures**

- Visitors must sign in at the Main Office.
- Visitors will be given a pass, which must be always worn whilst on the site.
- Visitors who have not had full safeguarding checks, e.g. DBS that has been seen and validated, must wear a red lanyard and be accompanied by school staff at all times.
- Visitors should always work in open areas under the supervision of staff.
- Our regular volunteers have a valid DBS certificate and wear an identity badge with blue lanyard.
- **Mobile phones can only be used in the staffroom or school office area. They are not permitted to be used in any other areas of the site.**
- Smoking is not permitted anywhere on site.
- Please be considerate when parking on local roads.
- If the fire alarm sounds, please leave via the highlighted routes and follow staff to the fire assembly points on each site.

### **Keeping Yourself Safe**

- Be professional. Be careful how you interact with or speak to a child, the child may interpret it differently.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or

### **If a child discloses something of concern:**

- React calmly
- Listen carefully to the child, particularly what is said spontaneously.
- Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety.
- Do not ask leading questions or make judgements. Clarify and check your concern if you feel that you are not sure, by using, for example, "tell, explain, describe or outline" but as soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries. Only people who have received training should question a child.
- Reassure the child that they are doing the right thing.
- Record carefully what the child says in their own words including how and when the account was given. Pass this on to Tim Eustace as Designated Safeguarding Lead or a member of the Safeguarding Team in his absence.

If you feel that a child may be at risk of harm but are not sure, then inform one of the Safeguarding team immediately. They will offer advice and take appropriate action.

Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background ability or disability and we have a shared responsibility to be 'professionally curious' about the children we support. A copy of the schools Safeguarding policy is in the school staff room.

**If you have any doubts or concerns whatsoever, please ask! We are here to help and support.**

**A warm welcome to you from everybody here at Bishop Sutton and Stanton Drew.**