

Safeguarding Guide for School Visitors and Volunteers

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Welcome to St. Stephen's School - We are committed to safeguarding and promoting the welfare of children. As such we expect all staff, volunteers and visitors to share this common commitment. This card contains information about our expectations of you whilst visiting the school. It gives information about our Safeguarding and Emergency Procedures. Please keep this card in a safe place so that you can read it again if you need to. We hope you enjoy your time at our school.

If you feel that a child may be at risk of harm, or you are concerned about a child, 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. A copy of the Safeguarding Policy is in the school office and staff room.

Our Designated Safeguarding Lead:
Mrs Liz Bachour,
Headteacher



Dep. Safeguarding Lead:
Mrs Morrison,
Deputy Head Teacher



Types of harm

We all have a responsibility to keep children safe, both at home and in school. Harm is identified in 4 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 of no-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.

REMEMBER...if in doubt, ask.

If a child discloses, they might be subject to abuse:

- ✓ 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.
- ✓ As soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries. Only trained investigators should question a child.
- ✓ Reassure the child that they are doing the right thing and inform a DSL immediately.
- ✓ Record carefully, on an Incident Form (on the system, available for email purposes) what the child says in their own words including how and when the account was given. This must be emailed to one of the Safeguarding Team, and then immediately deleted.

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 Head Teacher (or if the complaint is about the Head, contact the Chair of Governors).
- ✓ In their absence, immediately inform the Deputy Head Teacher/Deputy Designated Safeguarding Leads.

Keeping ourselves safe

- ✓ All visitors must sign in at Reception on arrival.
- ✓ Visitors will be issued with a lanyard that must be always worn and visible.
- ✓ Visitors are asked to read this card in full on arrival.
- ✓ Visitors should remain in Reception until under the supervision of a designated member of staff.
- ✓ Mobile phones - or other personal devices - are not to be used whilst in presence of children.
- ✓ Photographs are not to be taken unless by prior agreement.
- ✓ Be a good role model to our pupils by being respectful, fair and considerate of others. Remember children may interpret your words/actions differently.
- ✓ Report any unacceptable behaviour to the DSL/Deputy DSL.
- ✓ When working with a pupil(s) ensure you are visible to others.
- ✓ All visitors must sign out at Reception.

Our volunteers, staff & governors must complete an induction, have a valid DBS check and wear a lanyard.

First Aid

- ✓ Make sure you know which children under your care have a medical/first aid need – ensure you know where the medicines are kept and always take them with you are accompanying children out of school.
- ✓ If a child requires first aid assistance when in school, please contact the nearest teacher.
- ✓ There are trained First Aiders at the Reception Desk and in most classrooms.

Fire/Emergency Evacuation Procedures

You must make yourself aware of fire signage, fire routes & assembly points. Information sheets can be found in each classroom.

Any person discovering a fire must:

- ✓ Operate the nearest fire alarm. (The fire service will be called immediately by dialling "999" using the nearest telephone, when appropriate)

On hearing the fire signal:

- ✓ Please be aware you will have to evacuate children from the building.
- ✓ When not in class form a single file and move by the most direct route to the playground.
- ✓ Close all doors and windows as you leave the building.
- ✓ Do not stop to collect your personal belongings.
- ✓ Calmly congregate in the playground and await instructions. If evacuation is required, you will be informed where you should evacuate to. This will be either **Orleans Park Secondary School, All Souls Church** or **All Hallows Church**.

In the event of an intruder/lock down procedure

Any person discovering an intruder in school should immediately make the Head Teacher aware.

The Head Teacher to contact the Police immediately by dialling "999" using the nearest telephone. Do not attempt to engage with the intruder.

There will be a call over the walkie-talkies that states, 'Lockdown, lockdown, lockdown.'

In-class Instructions: Go immediately under your tables in the classroom (Reception classes go to school hall via the studio entrance.) Turn walkie-talkies off, close all blinds, cover the glass on the windows with black paper, lock all doors – sit on the floor, remain calm and reassure all pupils.

Around the School Instructions: Escort children to the nearest classroom or the school hall – whichever is closer. Once there, follow the in-class procedure.

Playground Instructions: A continuous bell will also sound – please proceed to the playground and bring the children into the building. Move to the nearest upstairs classroom. Follow lock down procedure as above.