



High Lane Primary School

Safeguarding Guide

for School Visitors and Volunteers

Welcome to High Lane Primary 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 leaflet contains information about our expectations of you whilst visiting the school. It gives information about our Safeguarding and Emergency Procedures.

Please keep the leaflet in a safe place so that you can read it again if you need to.

We hope you enjoy your time at our school.

Keeping ourselves safe

- All visitors must sign in at Reception on arrival.
- Visitors will be issued with a badge that must be worn and visible at all times.
- Visitors are asked to read this leaflet in full on arrival on their first visit .
- Mobile phones are not to be used whilst on the school site.
- Photographs are not to be taken.
- Be a good role model to pupils by being respectful, fair and considerate of others.
- Report to staff any unacceptable behaviour.
- When working with a pupil(s) ensure you are visible to others.
- All visitors must sign out at Reception.

Regular Volunteers

- Volunteers must sign in at Reception.
- Volunteers must sign out at Reception.

Our regular volunteers, staff and governors have a valid DBS check.

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.



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 Headteacher.
- In their absence, immediately inform the Deputy Headteacher.

REMEMBER...if in doubt...ask! Please do not leave our school without telling someone or doing something.

If a child discloses they might be subject to abuse:

- React calmly
- Listen carefully to the child.
- 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 (T), explain (E), describe (D)" but as soon as you believe that there might be a genuine issue, ask no further questions that may compromise further enquiries.
- Reassure the child that they are doing the right thing.
- Record carefully, on a Cause for Concern Form (found in the staff room).
- This must then be dated and signed and immediately passed to the Designated Safeguarding Lead, Mrs Humphries. In her absence, it should be passed to another member of the Safeguarding team.

Keeping children safe is everyone's responsibility.



Our Safeguarding Team

Designated Safeguarding Lead

Mrs A Humphries

Deputy Safeguarding Leads

Miss T Roper

Mrs R Hancock

Miss J Royle