



Please keep this leaflet in safe place so that you can read it again if you need to. We hope you enjoy your time at our school.

Our Safeguarding Lead

Mrs Humphries

Deputy Safeguarding Lead

Miss Roper



High Lane Primary School

Safeguarding Guide for School Visitors and Volunteers

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.

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 may be asked to provide identification.
- Visitors are asked to read this leaflet in full on arrival on their first visit.
- Mobile phones or other internet ready tech with photo capability are not to be used whilst on the school site without the permission of the Headteacher
- Photographs are not to be taken unless on a school device and directed by staff.
- 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 and out at Reception.
- Regular volunteers must read and sign part 1 of Keeping Children Safe in Education and our Safeguarding Policy

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 the 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.

What do I do if a child discloses....

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 judgments.
- 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). The concern will be transferred to our My Concern portal
- 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 the Deputy Safeguarding Lead, Miss Roper.