

Safeguardin g

Advice for visitors
and volunteers



***Safeguarding Advice ~
Version Visitors and
Volunteers***

Reviewed on:	January 2026
Next review on:	January 2027
Staff Responsibility	Mrs S. Abdulla and Natalie Woods
Governor responsibility	Kevin Evans

SAFEGUARDING ADVICE FOR VISITORS AND VOLUNTEERS

Policy Statement

The purpose of this policy is to communicate our safeguarding practise to visitors and volunteers. It outlines the procedures in place for all visitors and volunteers.

Rationale

Our school is committed to safeguarding children and promoting children’s welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment.

By signing in and out of the inventory you are agreeing to follow the advice within this leaflet. All visitors must wear the visitors badge provided at reception. An adult without a badge will be accompanied to the school’s reception to confirm they have signed in.

Visitors must be accompanied at all times by a member of the school staff.

Unsupervised visitors:

If your visit involves unsupervised contact with young people you will be asked to show photographic ID provided by your employer and written confirmation that appropriate DBS checks have been made. Depending on your role and the organisation you are from you may be requested to show your Enhanced DBS certificate. We will note down the DBS number and date of issue but will not make a copy of it. You will also need to read the school’s code of conduct

for adults and part 1 of the DFE's guidance, 'Keeping Children Safe in Education'.

If you have ANY concerns about a child 's welfare or well-being or have a concern about the behaviour of any adult within the school towards a child:

- Record your concerns on the orange concern form.
- Make sure you only record facts and not opinions.
- Ensure that you record your concern accurately and clearly.
- Take the form directly to the DSL and discuss your concern.
- Any concern, no matter how small, needs to be recorded.

If a child makes a disclosure:

- Avoid being shocked or embarrassed.
- Listen to the child without interrupting them.
- Do not promise to keep a secret.
- Do not ask the child any leading questions.
- Reassure them that 'it is not their fault and they have done the right thing to tell you'.
- Immediately following the disclosure record the conversation, facts only not opinions and take this orange form to the DSL, Mrs Abdulla.
- Following reporting your concerns remember that the disclosure and the child's identity should remain confidential.
- Refer to your Safeguarding card during your visit to the school. The cards will identify the DSL's and a list of prompts.

If you have a concern regarding a member of staff:

- Speak directly to the headteacher ~ Mrs Sarah Abdulla

Please read the safeguarding leaflet once you have signed in at the school office. This will be handed to you, along with a list of the DSL's

If you have a concern regarding the headteacher.

- Raise you concern with the governors responsible for safeguarding:
- Keven Evans (COG) ~ Kevins.evans2@taw.org.uk
- Record you concern in the same way as above

The school has a full code of conduct, which you can access from the head teacher.

Remember:

- *Provide a positive role model to young people*
- *Dress appropriately ensuring your clothing is not likely to be viewed as offensive or revealing.*
- *Treat all members of the school's community with respect and tolerance.*
- *Work with children so that you are visible by a member of staff.*
- *Respect a child's privacy and dignity.*
- *Only use appropriate language when talking to children and never raise your voice.*
- *Ensure children refer to you by name Mr/Miss/Mrs...*
- *Always report any situations or concerns that arise.*

Never:

- *Never discuss children or other members of staff in front of children.*
- *Never have conversations in corridors.*
- *Never photograph a child without the school's permission.*
- *Never use personal mobile phones in areas used by young people.*
- *Never ignore inappropriate behaviour towards children either by other children or adults.*
- *Never share personal details with a child.*
- *Never meet or contact the child out of school including by text, e-mail, Facebook or other social media or give a child a lift home.*
- *Never discuss the school, children or adults working within the school on social media. The schools name should not be used in any way on social media.*
- *Never make inappropriate comment so a child including racist, homophobic, sexist or sexualised comments.*
- *Never give gifts to a young person or show them preferential treatment.*

Key Safeguarding Staff:

Supervisor: Mrs Abdulla (headteacher)

DSLs ~ Mrs Woods (DSL), Mrs Langham, Miss Goring and Miss McInnes (Deputy DSL's)

Chair of Governors ~ Kevin Evans

Governors responsible for safeguarding Kevin Evans

Other Safeguarding Guidance:

In the case of a fire follow the fire procedures:

- *These are displayed in every classroom and in all corridors*
- *Never delay in contacting the head or ringing and requesting fire and police...*

If a child or member of staff needs emergency treatment or first aid:

- *Contact a first aider ~ Mrs Garrett/Mrs Whitehouse/ Mrs Jones/Mrs Thompson.*
- *All staff are trained but the above are key designated first aiders.*
- *Emergency ~ There should be no delay in contacting the head and ringing 999 and requesting an ambulance*

 Our Safeguarding Team 		
Headteacher Safeguarding supervision lead	Sarah Abdulla	
Designated Safeguarding Lead Deputy Head	Natalie Woods	
DSL Year 6 teacher Assistant Head	Caroline Langham	
DSL Year 5/6 teacher	Georgia Goring	
DSL Learning mentor	Erin McInnes	
Safeguarding Governor Chair of Governors	Reverend Kevin Evans	
Prevent Governor	Sharron Jones	

