

GUIDANCE FOR VISITORS



SAFEGUARDING

— at Dame Alice Owen's School —

All adults play a part in keeping children safe while visiting or working at Dame Alice Owen's School. We must also take steps to keep ourselves safe from allegations of inappropriate behaviour while at the school site. Therefore, take care to follow this guidance when you are visiting or working at our school.



Mrs Blackburn
Designated
Safeguarding
Lead



Ms Ogufere
Director of
Safeguarding



**SAFEGUARDING
GOVERNOR**
Mr Spencer-Jones

Visitor Procedures

- Visitors **must** sign in at reception.
- Visitor lanyards or stickers **must** be worn at all times whilst on the school site.
- Visitors **must** remain under the supervision of a member of staff at all times whilst on site.
- All visitors must sign out at the main office and return their lanyard or sticker before leaving the site.

Visitors wishing to speak to a particular member of staff should telephone the school in advance to make an appointment wherever possible.

Keeping Yourself and Others Safe

- **Don't** instigate verbal or physical contact with pupils unless it is appropriate and a part of an agreed reason for your visit.
- **Don't** give any personal information to any pupil, for example your address, telephone number, email address, or social media contact details.
- **Don't** accept or respond to a pupil attempting to give you their personal information or to friend you on your social media accounts. If this occurs, report it to a member of staff.
- **Do** report any unacceptable behaviour or any other concerns you have about a pupil.
- **Do** avoid being on your own with a pupil. Ensure that you are visible to others during any interactions you are having with young people.
- If you have any concerns about the conduct of another visiting adult on site, **do** pass them on immediately to a member of school staff.

- If you have any concerns about the conduct of a member of staff, **do** pass them on immediately to the Headteacher.

Remember: If you have a concern, it is always best to pass it on so that, as a school, we can take appropriate steps to ensure that our young people are kept safe.

Our school is a mobile phone free zone.

Parents/carers, visitors and volunteers (including governors and contractors) must adhere to our mobile phone policy. This means:

- **Not using phones around the site**, in lessons, when working with students or while children are present unless this is specifically for work purposes.
- Not taking pictures or recordings of students, unless it's at a public event (such as a school fair), or of their own child

Photographs

Do not take photographs on the school premises where children are in the frame unless this is part of an agreed reason for your visit.

**What should I do if a child discloses
to you that they are being harmed?**

Listen

Listen carefully to what is being said to you, do not interrupt.



Reassure

Reassure the pupil that it is not their fault. Stress that it was the right thing to tell. Be calm, attentive and non-judgemental. Do not promise to keep what is said a secret.

Ask non-leading questions (**TED**) to clarify if necessary:

Tell me more...

Explain that to me...

Describe what happened....



**Then pass the information on to a
member of the Safeguarding Team.**

**Anyone can make a referral
directly to Children's Services on**

0300 123 4043

If you have safeguarding concerns about a child at our school, you can pass them on to a member of the **Safeguarding Team**:

Designated Safeguarding Lead:

Mrs Vicki Blackburn

Deputy Safeguarding Leads:

Ms Sarah Ogufero, Ms Morrison, Ms Edwards, Ms Sandler, Mrs Nemko

You can ask **reception** to contact a member of the Safeguarding Team relating to an urgent concern.

If you are unable to pass your concerns on to the Designated Safeguarding Lead or one of the Deputy Designated Safeguarding Leads, you can:

- Contact **Children's Services** at
0300 1234043
- Contact the **Police** at 101
- **In an emergency**, you can contact the Police on 999.

If you have concerns about the conduct of a member of staff at the school, pass them on to the **Headteacher**.