

Occasional Visitor Procedures

- Visitors must sign in at the main office reception on arrival.
- Visitors will be given a pass which must be worn at all times whilst on the site.
- Visitors should remain under the supervision of a designated member of staff whilst on site.

All visitors must sign out at the main office and return their visitor pass before leaving the school site.

Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, wherever possible to avoid disappointment.

If you are seeking an urgent appointment, please report to the main office and we will arrange for you to see a member of staff on duty.

Regular Visitors

- Visitors must also sign in and out at the main office reception.
- Wear a visitors' badge

Safeguarding Statement:

We are committed to safeguarding and promoting the welfare of children. 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. If you are unclear about anything in it please speak to any of the contacts names within.

If you are concerned about the safety of any child in our school, you must report this to one of the Safeguarding Team.

If you are concerned about the conduct of a member of staff or volunteer in our school you must contact the designated Safeguarding Lead or in their absence, a member of the Safeguarding Team.

Safeguarding Team

Natalie Wilson-Headteacher/DSL

Kelly Welch- Daycare manager/Deputy DSL

Briony Wood- Early Years professional/Deputy DSL

Katherine Cooper- Early years professional/Deputy DSL

- Record carefully what the child says in their words including how and when the account was given. Date, time and sign the record and pass this on to the Designated Safeguarding Lead, or the Deputy Designated Safeguarding Lead immediately.



Safeguarding Information for visitors

Welcome to Headington Quarry Foundation Stage School

Please take a few moments to read this leaflet.

We are committed to safeguarding and promoting the welfare of our young people and this requires all staff and visitors to demonstrably share this commitment. Contained in this leaflet is information about our child protection procedures and guidance on what you should do if you have any concerns.

[Our safeguarding team](#)



Briony



Natalie



Katherine



Kelly

May 2024

What do I do if I am worried about a child?

If you become concerned about:

- Something a child says.
- Marks or bruising on a student.
- Changes in a child's behaviour or demeanour.

You must inform the Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead in their absence.

What do I do if a child discloses, they are being harmed?

- React calmly.
- Listen carefully to the child, particularly what is said spontaneously.
- Do not promise confidentiality. Explain to the child that you may need to pass on the information if you are worried about their safety.
- You may clarify your concern using "tell, explain, describe or outline" to prompt clarification but as soon as your concern is confirmed as no further questions as further enquiries may be compromised. We must never "lead" a child in their explanations or "put ideas in their head".
- Only trained members of staff should question a child.
- Reassure the child that they have done the right thing.

Remember...if in doubt... talk to one of the safeguarding team

How do I ensure my behaviour is always appropriate?

- Provide a good example and a positive role model by behaving in a mature, respectful, safe, fair and considered manner.
- Appropriate relationships with children should be based on trust and respect.
- Children, especially when they are young, are often spontaneously affectionate and tactile and it is important not to upset them by appearing to reject this. You should, however, be very careful about touching pupils.
- Treat all pupils equally – never build a 'special' relationship or confer particular favour on a particular pupil or group of pupils.
- As a volunteer you may be working closely with children. Ensure that you are visible to others and not in a room on your own with children.
- Volunteers should not deal with any intimate care of the children.
- Volunteers should not use phones or any other equipment with camera facilities when children are present.
- Do not photograph pupils unless the class teacher asks you to do so using a school camera.
- Do not exchange emails, text messages or phone numbers with pupils. Do not give out your own personal details.

Staff conduct

If you are concerned about the conduct of a member of staff following an observation or disclosure, the following action must take place:

- Immediately inform the Headteacher, or the Lead teacher in her absence.
- If you are concerned about the conduct of the Headteacher then you need to refer your concerns to the Chair of Governors

Types of harm

Everybody has a responsibility to keep all children under the age of 18 safe and this applies to both the home and school environment.

Harm is identified in the following ways:

Physical—This is when a child is deliberately hurt or injured.

Sexual—This is when a child is influenced or forced to take part in sexual activity. This can be physical or non-physical e.g. being made to look at an inappropriate image.

Emotional—This is 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/carers or visitors in the home, fighting or using violence.

Neglect—This is when a child is not being taken care of by their parents or carers. It can include poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left at home alone.

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