



# ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

## A GUIDE TO SAFEGUARDING FOR ALL VISITORS AND VOLUNTEERS

### Safeguarding Statement

**St Joseph's Catholic Primary School is committed to safeguarding and promoting the welfare of our children. As such all staff, volunteers and visitors are expected to share this commitment.**

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

If you become concerned about:

- Something a child says
- Marks on a child
- Changes in a child's behaviour or demeanor

Please report these concerns to a member of the safeguarding team. Child abuse can happen to all children regardless of gender, culture, religion, social background and those with or without disability. A copy of the school's safeguarding policy is available in the staffroom or on request from the school office.

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

Whilst this can be an alarming situation it is important that you know what to do in such an eventuality and for you to stay calm and in control.

- Listen carefully to the child, particularly what is said spontaneously.
- Remember not to show shock or disbelief.
- Do not promise confidentiality. Reassure the child but do not make promises that might not be possible to keep.
- Reassure the child that you will tell the Headteacher or Deputy Headteacher who will be able to help them.
- Do not ask leading questions or make judgements. If you are unsure use Tell, Explain, Describe (TED). But as soon as you believe there might be genuine issue, ask no further questions.
- Reassure the child that it is not their fault; stress that it was right to tell.
- Record carefully on a 'Cause for Concern' form (available from school staff and in all classrooms and staffroom) what the child says in their own words including how and when the account was given.
- Date, time and sign the record. Hand this to one of the Designated Safeguarding Leads immediately.
- Be aware of your feelings about abuse and find someone to share your feelings with once the procedures have been completed.

### Visitor Code of Conduct

- **Do** treat everyone with respect.
- **Do** provide an example you would wish others to follow.
- **Do** remember someone else may misinterpret your actions no matter how well intended.
- **Do** ensure you are visible to others when working with a pupil.
- **Do not** jump to conclusions without checking facts.
- **Do not** permit abusive activities such as bullying or ridiculing.
- **Do not** make suggestive remarks, gestures or tell sexist, racist or homophobic jokes.
- **Do not** make physical contact, make inappropriate comments or have inappropriate banter with children.
- **Do** always tell someone if a child touches you or speaks to you inappropriately.
- **Do not** rely on your good name to protect you. It may not be enough.
- **Do not** believe it could not happen to you. It could.

If you are concerned about the conduct of a member of staff during your visit you must:

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

**!! REMEMBER... If in doubt...ask !!** Please do not leave the school site without telling the Designated Safeguarding Lead about a concern.

### Health and Safety

#### Emergency Evacuation:

In the event of a fire alarm please use the nearest fire exit and make yourself known to a member of staff. Please make yourself aware of the nearest fire exit to where you are based.

#### Accidents and Illness:

All accidents, regardless of severity, need to be reported to a first aider. Staff will inform you of the first aider nearest to where you are based. All accidents will be logged.

Should you require a comfort break during your visit, a member of staff will be happy to direct you to our adult facilities which are located in the office corridor.

### Pupil Behaviour

During your visit you might observe a pupil struggling to manage their behaviour. We would like to reassure you that staff have been trained to manage these situations keeping the child, themselves and others safe. You can help by moving away and by distracting the other pupils. Please be aware that a member of staff may ask you to leave the room until the situation has calmed.

### Visitor Procedures

All visitors must sign in at the school office.

- All visitors will be issued with an appropriate pass which must always be displayed whilst on site.
- Visitors will be asked to remain under the supervision of a designated member of staff whilst on site.
- All visitors must sign out at the school office and return their pass before leaving the site.

### Mobile Phones

To protect our children we respectfully ask that you do not have your phone out or use it when pupils are in the vicinity. If you must use your phone, please tell a member of staff who will direct you to an appropriate area.

### Photographs

Under no circumstances should you take photographs of our children whilst at our school.



**Liz Sienkiewicz,**  
**Headteacher**

### Deputy Designated Safeguarding Leads



**Sarah Jane Morrissey,**  
**Assistant Headteacher**



**Diana Marban Alvarez,**  
**School Business Manger**



**Jadey Corey,**  
**HLTA, Pastoral Care Lead**



**Julie Dale,**  
**Class Teacher/SLT**



**Emma Stinga,**  
**Assistant Head/SENCo**

### Oxfordshire Safeguarding Children Board

MASH (Multi Agency Safeguarding Hub) 03450 507 666

LADO (Local Authority Designated Officer) 01865 810603

LCSS (Locality and Community Support Service) 0345 2412608

Safeguarding Governor—Mr Ian Courtney