

## Safeguarding Children

As a visitor to our school, either as a contractor, volunteer, supply teacher or someone that has come to work with our children in any capacity, it is important that you are aware of our safeguarding procedures.

Please refer to the back page of this leaflet for details of our Designated Safeguarding Leads (DSLs). Alternatively, please contact Reception who can locate them for you.

If there is any reason to suspect that a pupil has suffered bullying, child-on-child abuse, sexual harassment or discrimination, or is likely to suffer significant harm, you must inform the Designated Safeguarding Lead (DSL) immediately. Our staff will then follow procedures outlined in our Safeguarding Policy.

## Signing In / Out

Please bring photo ID to school together with your DBS certificate. Please sign in on arrival at school and collect your visitor badge; please also wear your work ID badge while in school.

Remain with the person you are visiting at all times, unless we are able to confirm that we have received prior DBS clearance for you. If you do not have DBS clearance, you **must** be accompanied by school staff at all times while children are on site.

On departure, please sign out and return your badge.

## What are my responsibilities?

All those who come into contact with children through their everyday work, whether paid or voluntary, have a duty to safeguard and promote the welfare of children.

## Keeping Yourself Safe

We hope that you have an enjoyable visit to Orchard Primary and Pre-school. Our main priority is to ensure that everyone who visits is aware of their responsibilities towards making sure all children are safe. As a visitor, please remember the following:

- Be professional. Be careful how you interact with or speak to a child, the child may interpret it differently.
- Avoid being on your own with a child, always ensure that a door is open and that you are visible to others. If you are working in a 1:1 situation with a pupil, we must have confirmation that all the necessary safeguarding checks have been carried out, including an Enhanced DBS Disclosure.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others. Always tell one of the people named in this leaflet if a child touches you or speaks to you inappropriately.
- Never exchange personal contact details with a pupil or arrange to meet them outside of the school environment or connect with them via social media.
- The use of cameras and taking photos is **not permitted** unless prior permission has been sought and given from the Head Teacher.

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

People working in schools are uniquely placed to notice signs and symptoms of abuse and to support children who are subject to abuse or living in abusive situations. If, whilst working with a child, you become concerned about:

- Comments made by a child.
- Marks or bruising on a child.

- Changes in the child's behaviour or demeanour

Please report these concerns to one of our Designated Safeguarding Leads.

## What should I do if a child discloses that s/he may 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 judgements. This could compromise further enquiries.
- **Make accurate notes** of what has been said by the pupil (in their own words) and pass this immediately to the Designated Safeguarding Lead.
- **Reassure** the child that they are doing the right thing.
- **Remember** it is not your responsibility to investigate but to report to our Safeguarding Team.

## Concern about Staff Conduct

If you are concerned about the conduct of a member of staff, following an observation or disclosure, please immediately inform the Head Teacher. In their absence, immediately inform the Deputy Head Teacher.

A copy of the Avonreach Academy Trust Whistleblowing Policy is available on the website <https://www.avonreach.org/>

## Other General Information

### Fire and Emergency Evacuation/ Lockdown

A copy of the fire procedure and directions to the assembly point can be found in every room. Please familiarise yourself with it on arrival.

If the fire alarm sounds (a continuous ring) please leave the building immediately following the emergency exit signs to the nearest exit and assemble on the school playground, reporting to school staff. Pupils will line up in their class groups.

In the event of an emergency lockdown, please follow the instructions of school staff.

### First Aid

We have a number of staff in school who are first aid trained. Please let a member of staff know if you require first aid. If you are with a pupil who becomes unwell, please send **two** pupils to the school office to ask for assistance.

### Access to the Internet

All users of the school systems and Wi-Fi must comply with the AAT Acceptable Use Policy.

### Reporting Defective Equipment or Hazards

Please report these to the school office.

## CONTACTS

**Head Teacher:**

**Mrs Sarah Bitcon**

**Designated Safeguarding Lead:**

**Mrs Sarah Bitcon**

**Deputy DSLs:**

**Mr Matt Bayliss**

**Mrs Tracy Seewoosaha**

**Mrs Rhiannon White**

**Governor with Safeguarding  
responsibility:**

**Mrs Beth Seale**

**Mental Health Lead:**

**Mrs Sarah Bitcon**

## Welcome to Orchard Primary and Pre-school

## Visitor and Safeguarding Information

We are committed to safeguarding and promoting the welfare of our children and expect all staff and visitors to share this commitment.

Please take a few moments to read this leaflet which contains information about our child protection and safeguarding procedures and guidance on what you should do if you have any concerns.

If you are unclear about anything you have read, please speak to any of the contacts listed in this leaflet.

**Please ensure your mobile phone is switched OFF while you are in school, thank you.**

