

# Welcome to St Ann's Church of England Primary School

*Together, we aim high: with God's love, we can fly.*



## Safeguarding Information for Visitors

Article 19 UNCRC—All children *should* be protected from violence, abuse and neglect

*Safeguarding is everyone's responsibility*

*This leaflet has been issued to you so that understand what is expected of you during your visit. Please seek advice if you are unclear about any of the contents.*

### DESIGNATED SAFEGUARDING LEADS

		
<p><b>Mrs Laura Rynn</b> Headteacher Designated Safeguarding Lead</p>	<p><b>Mrs Laura Crowther</b> Family Support Worker Deputy Designated Safeguarding Lead</p>	
		
<p><b>Mrs Emma Preston</b> Assistant Headteacher Deputy Designated Safeguarding Lead</p>	<p><b>Mrs Yvonne Hartley</b> Deputy Headteacher Deputy Designated Safeguarding Lead</p>	<p><b>Miss Charlotte Foster</b> Assistant Headteacher Deputy Designated Safeguarding Lead</p>

If you are worried about the safety of any child in our school or have any health & safety concerns you must report your concern to a member of the Designated Safeguarding Leads.

### CODE OF CONDUCT FOR VISITORS AT ST ANN'S CHURCH OF ENGLAND PRIMARY SCHOOL

At St Ann's Church of England Primary School, we recognise that everyone who interacts with children, whether in a paid or voluntary capacity, holds a significant responsibility for their

actions and behaviour. We are committed to safeguarding and promoting the welfare of all children.

### **Key Principles**

1. **Respect for All:** Treat everyone with respect, embodying our behaviour curriculum of **Courtesy, Care & Concentration**.
2. **Lead by Example:** Model the behaviour you wish to see in others. Your actions set the standard for children.
3. **Awareness of Perception:** Be mindful that your actions may be misinterpreted, regardless of your intentions.
4. **Plan Activities Thoughtfully:** Organise activities that involve multiple participants or ensure they are conducted in sight or hearing distance of others.
5. **Respect Privacy:** Uphold each child's right to personal privacy.
6. **Act as a Role Model:** Demonstrate appropriate behaviour at all times, serving as a positive role model for children.
7. **Encourage Open Communication:** Create an environment where children and adults feel comfortable expressing concerns about attitudes and behaviours they find uncomfortable.
8. **Fact-Check Before Concluding:** Avoid jumping to conclusions without verifying facts.
9. **Prevent Abusive Activities:** Do not tolerate any form of abusive behaviour, including bullying, ridicule, or discrimination.
10. **Avoid Physical Contact Games:** Refrain from engaging in games that involve physical contact.
11. **Maintain Professional Boundaries:** Do not make inappropriate comments, suggestive remarks, gestures, or share jokes that could be deemed offensive.
12. **Understand Accountability:** Do not rely solely on your reputation to protect you; it may not suffice.
13. **Recognise Vulnerability:** Acknowledge that inappropriate situations can happen to anyone, regardless of their position or intentions.

By adhering to this Code of Conduct, we collectively contribute to a safe and supportive environment for all children at St Ann's. Your commitment to these principles is essential in fostering a culture of respect and care within our school community.

### **WORRIED ABOUT A CHILD?**

#### **Understanding the Impact of Abuse and Neglect on Children**

Abuse—whether physical, sexual, or emotional—and neglect can profoundly affect a child's health, educational attainment, and emotional well-being. It is important to note that changes in a child's behaviour do not always signify that they are experiencing abuse or neglect. In some instances, these changes may stem from hidden disabilities, undiagnosed medical conditions, or adjustments in medication.

If you notice any of the following concerning signs while working with a child, please take the appropriate steps:

- Comments made by the child that raise concerns
- Marks or bruising on the child's body
- Significant changes in the child's behaviour

In such cases, it is essential to report your concerns to the class teacher, who will then relay the information to the school's Designated Safeguarding Lead (DSL) for further investigation and support.

### **RESPONDING TO A CHILD'S DISCLOSURE: ESSENTIAL STEPS**

While encountering a disclosure from a child can be distressing, it is crucial to remain calm and composed. Follow these steps to ensure the child feels supported:

1. **Listen Attentively:** Pay close attention to what the child is saying without showing shock or disbelief.
2. **Accept the Disclosure:** Acknowledge the child's words without questioning their validity.
3. **Encourage Open Communication:** Allow the child to express themselves freely. Listen actively without asking direct questions.
4. **Provide Reassurance:** Comfort the child, but avoid making promises that you may not be able to keep.
5. **Clarify Confidentiality:** Inform the child that you cannot guarantee confidentiality and that you will need to share their disclosure with their teacher or Headteacher to provide the necessary support. Explain that their disclosure will only be shared with individuals who need to know in order to help.
6. **Avoid Interrogation:** Do not interrogate the child or ask leading questions; simply listen.
7. **Reassure the Child:** Emphasise that the situation is not their fault and that it was right to come forward.
8. **Document the Disclosure:** Immediately record the details of the disclosure, including the exact words or phrases used by the child. Ensure that the record is signed and dated.
9. **Report Concerns:** Share your written record with the Designated Safeguarding Lead (DSL) to ensure the matter is addressed appropriately.
10. **Seek Support:** Be mindful of your own feelings regarding abuse. After following the procedures, find someone to talk to about your emotions.
11. **Maintain Confidentiality:** Remember that the child's details and identity must remain confidential. Any discussions regarding the case should not reveal the child's identity to others.

By adhering to these steps, you can provide the necessary support to the child while ensuring that the situation is handled appropriately and sensitively.

### **ALLEGATIONS**

Any allegations should be reported to the Headteacher **Mrs Laura Rynn**.

If the concerns are about the Headteacher these should be reported to the CEO Mrs Kirsty Tennyson and the Chair of School Committee: Mrs Rachel Pickles.

### **PROFESSIONAL CONDUCT GUIDELINES FOR VISITORS**

1. **Be a Positive Role Model:** Demonstrate respect, fairness, and consideration in all interactions. Your behaviour sets a standard for children to follow.
2. **Treat All Children Equally:** Ensure that every child feels valued and included. Avoid forming 'special relationships' or showing favouritism toward any individual child.

3. **Maintain Visibility During Individual Interactions:** When working with children one-on-one, ensure that you are in a visible location where others can observe. Do not be alone with a child to ensure safety and transparency.
4. **Gift Policy:** Refrain from giving or receiving gifts unless explicitly arranged through school policy. This helps maintain professional boundaries.
5. **Physical Contact:** Touching children should only occur for professional reasons and must be necessary for the child's wellbeing and safety. Always consider the appropriateness of any physical contact.
6. **Photography Policy:** Do not take photographs of pupils unless requested by the class teacher using school equipment. This protects the privacy and safety of all children.
7. **Communication Boundaries:** Avoid exchanging personal contact information, including emails, text messages, and phone numbers, with children. Do not befriend children on social media platforms or share personal details. Maintain professional boundaries to foster a safe environment.

## **VISITOR GUIDELINES FOR ST ANN'S CHURCH OF ENGLAND PRIMARY SCHOOL**

### **DO:**

1. **Wear Identification:** Always wear your visitor badge visibly while on school premises.
2. **Sign In and Out:** Sign in upon arrival and sign out when leaving, returning your ID badge to the office.
3. **Familiarise Yourself with Safety Procedures:** Review our fire procedures, located in the Health & Safety folder.
4. **Emergency Exits:** In case of an emergency, exit the building via the nearest exit.
5. **Dress Appropriately:** Wear suitable attire. Avoid low-cut tops, short skirts, jeans, and ripped clothing.
6. **Know First Aid Contacts:** Familiarise yourself with our first aiders (information in Health & Safety folders). If a child requires first aid, refer them to a first aider.
7. **Addressing Illness:** If a child becomes unwell, promptly refer them to their class teacher.
8. **Report Disclosures:** Report any disclosures made by children to a Designated Safeguarding Lead (DSL).
9. **Health & Safety Concerns:** Alert a staff member if you have any concerns regarding health & safety or safeguarding.
10. **Personal Safety:** Be aware of your surroundings and report anyone acting suspiciously.
11. **Secure Premises:** Ensure all external doors and gates remain closed and locked at all times.
12. **Adhere to Policies:** Follow all school policies diligently. If in doubt, consult a staff member.
13. **Expect Challenge:** Understand that school staff may politely challenge you if they believe you are not adhering to health & safety or safeguarding procedures.

### **DO NOT:**

1. **Be Alone with a Child:** Never be left alone with a child.
2. **Use Tobacco Products:** Smoking or vaping on the premises is strictly prohibited.
3. **Open Doors to Visitors:** Do not open the door to visitors; alert a staff member instead.
4. **Share Security Codes:** Never share door security codes with anyone.
5. **Consume Hot Drinks:** Do not drink hot beverages in the presence of children.

These guidelines are designed to ensure the safety and well-being of all children and staff at St Ann's CE Primary School. Thank you for your cooperation!

## **FIRE SAFETY**

In the event that the fire alarm sounds during your visit, please follow these instructions:

- **Evacuate Immediately:** Leave the building via the nearest exit.
- **Assemble:** Proceed to the school playground and assemble there.
- **Do Not Collect Belongings:** Leave all personal items behind.
- **Do Not Run:** Maintain a calm and orderly pace while exiting.
- **Await the All-Clear:** Do not re-enter the building until you are given explicit permission to do so.
- **Accompany Pupils:** If you are working with children, ensure they exit with you and re-join their class at the assembly point.

## **DBS CHECKS**

All staff, including supply staff, regular visitors, and volunteers, are required to undergo Disclosure and Barring Service (DBS) checks. This process is essential to ensure that unsuitable individuals are prevented from working with children.

## **ACCIDENTS & ILLNESS**

If you experience an accident or feel unwell during your visit, please report it immediately to a member of staff, who will notify a member of the Senior Leadership Team.

## **CONFIDENTIALITY**

Confidential or personal information regarding any pupil or family must never be discussed outside of school, whether in person or online. Information will only be shared on a need-to-know basis.

## **VISITOR CONDUCT**

If you have any concerns regarding the conduct of a member of staff, student, or volunteer within our school, please report this immediately to the Headteacher.

**We are committed to safeguarding and meeting the needs of all our children.**

CEO: Mrs Kirsty Tennyson

Headteacher: Mrs Laura Rynn

Chair of School Committee: Mrs Rachel Pickles

**St Ann's Church of England Primary School**

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