

## Safeguarding Statement

St Mary's school is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment.

## Visitors Procedures

All visitors **MUST** sign in at the Reception.

- All visitors will be issued with an appropriate lanyard and pass which must be displayed at all times whilst on our premises.
- 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 Reception before leaving the site.

Visitors wishing to see a particular member of staff should contact the school to make an appointment. If you are seeking an urgent appointment please report to Reception and we will arrange for you to see a member of staff.

## E-SAFETY

### Mobile Phones

To protect our children we respectfully ask that you do not have your phone out or use it during your time in the school building. If this is an issue please contact a member of staff on arrival.

### Photographs

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

## SAFEGUARDING TEAM

If you have any concerns or questions whilst on site please contact one of the following members of staff.



Mrs Erica Holt  
Executive  
Headteacher  
**Designated  
Safeguarding Lead**



Mrs Sarah  
Reynolds  
Deputy Head  
**Deputy  
Designated  
Safeguarding Lead**



Miss Abbie Price  
SENDCO, SLT &  
**Deputy  
Designated  
Safeguarding  
Lead**

To contact the local authority Designated Officer for North Northamptonshire, please call Sheila Kempster on 07831 123193 or 01604 362993. Alternatively please email your query to [LADOConsultations@nctrust.co.uk](mailto:LADOConsultations@nctrust.co.uk) and a Designated Officer will get back to you as soon as they are able to.

## WELCOME TO ST MARY'S



## SAFEGUARDING & VISITORS GUIDE



**DREAM, BELIEVE, ACHIEVE**

## 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 child
- Changes in a child's behaviour or demeanour

Please report these concerns to the Lead Safeguarding Officer or if not available the Deputy Designated Safeguarding Officers.

Child abuse happens to all children regardless of gender, culture, religion, social background and those with or without a disability.

## What do I do if a child discloses that 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 controlled.

- 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 make promises that might not be possible to keep.
- Reassure the child that you will tell the safeguarding Officers who will be able to help them.
- Do not interrogate or ask leading questions
- Reassure the child it is not their fault; stress that it was right to tell.

- Record carefully what the child says in their words including how and when the account was given either on My Concern or on a yellow safeguarding form (available in the staff room). Always take the facts and don't relay any of your own opinions. Pass this immediately onto the Safeguarding Lead or if they are unavailable one of the Deputy Designated Safeguarding Officers shown in this booklet.
- Be aware of your feelings about abuse and find someone to share your feelings with once the procedures have been completed.

## Visitors Code of Conduct

- Treat everyone with Respect
- Provide an example you wish others to follow.
- Remember someone else may misinterpret your actions no matter how well intended.
- Do not jump to conclusions without checking.
- Do not permit abusive activities such as bullying or ridiculing.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- Do not make suggestive remarks, gestures, or tell sexist or homophobic jokes.
- It's best not to do anything for a child that he or she can do for him or herself.
- Always tell a Safeguarding Officer if a child touches you or speaks to you inappropriately.

## IF YOU ARE CONCERNED?

If you are concerned about the conduct of a member of staff during your visit the following actions must be taken:-

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

## Health & Safety Fire

In the event of a fire alarm please use the nearest fire exit and make yourself known to the Site Manager or a Fire Warden (wearing yellow high Vis Jackets) Please make yourself aware of the nearest fire exit to where you are based.

## Accidents & Illness

All accidents, regardless of severity, need to be reported to a first aider. A poster showing pictures, names and locations of all our First Aiders are on display around school and here in Reception. All accidents need to be recorded in the First Aid Books located around school.

If you are feeling seriously ill when on your visit to school please report to a First Aider.

## Staff Room

Should you require a comfort break during your visit a member of staff will happily direct you to our staff room where you can access all facilities.

## 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 other pupils. Please be aware that a member of staff may ask you to leave the room until the situation has calmed.

**For more information on all our policies please visit our website: [stmaryscebl.info](http://stmaryscebl.info)**