



A Guide to Safeguarding for all Visitors and Volunteers

Safeguarding Statement

Lytham Church of England Primary School is committed to safeguarding and promoting the welfare of our children and requires all staff, volunteers and visitors to share this commitment.

Visitor Procedures

All visitors must sign in at the main reception.

- All visitors will be issued with an appropriate pass which must always be displayed whilst on the 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 main reception before leaving the site
- Visitors wishing to see a member of staff should contact the school to make an appointment. If you are seeking an urgent appointment, please report to the main reception and we will arrange for you to see a member of staff
- Do not give out personal details
- Do not put online any text, image, sound or video that could upset or offend any member of the whole school community
- Use only equipment and internet services provided by the school
- Ensure that the use of technologies could not bring the school into disrepute

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.

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 demeanour

Please report these concerns to the class teacher or a member of school staff who, if they feel appropriate, will pass the information on to one of the school's Designated Safeguarding Leads.

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

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 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 not make promises that might not be possible to keep
- Reassure the child that you will tell the teacher or Head Teacher who will be able to help them
- Do not interrogate or ask leading questions
- Reassure the child that 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
- Date, time and sign the record. Pass this on to one of the Designated Safeguarding Leads
- 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

- Treat everyone with respect
- Be the example you would 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, racist or homophobic jokes
- It is best not to do anything for a child that he or she can do for him/herself
- Always tell someone if a child touches you or speaks to you inappropriately

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

- Immediately inform the Head Teacher
- In their absence, immediately inform the Deputy Head Teacher.
- If it is a concern about the Head Teacher, inform the Governor Safeguarding Lead, Mrs Michelle O'Neill via email (chairofgovernors@lytham.lancs.sch.uk)

This will then be investigated following low level concern procedures.

The LADO should be alerted to all cases in which it is alleged that a person who works with children has behaved in a way that has harmed, or may have harmed a child.

Health and Safety

Fire:

In the event of a fire alarm, please follow our school Evacuation Procedures. If you are in a room, follow the evacuation procedure for that particular room. Otherwise, use the nearest fire exit and 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 in the accident book.



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 near to the main entrance.

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. A copy of the school's safeguarding policy is located on the school website and also on the Safeguarding Board in school.

Safeguarding at Lytham Church of England School – 01253 736900

			
<i>Designated Safeguarding Lead</i>	<i>Deputy Designated Safeguarding Lead</i>	<i>Deputy Designated Safeguarding Lead</i>	<i>Safeguarding Governor</i>
Hannah Davies Headteacher head@lytham.lancs.sch.uk	Tracy Reams Higher Level Teaching Assistant t.reams@lytham.lancs.sch.uk	Angela Lumby Key Stage One Leader a.lumby@lytham.lancs.sch.uk	Michelle O'Neill Chair of Governors chairofgovernors@lytham.lancs.sch.uk

To report a child who is at risk of immediate harm, if you have concerns for a child, or you require advice from a social worker, call 0300 123 6720. Out of hours call 0300 123 6722.

If you require safeguarding advice from the Local Authority Team, they can be contacted on 01772 531196.