



#### **All visitors MUST:**

- Sign in at reception
- Wear a visitor's badge
- Be accompanied by another member of staff at all times if wearing a red lanyard
- NOT use mobile phones in school unless in an emergency
- NOT take photographs or videos when on school grounds
- Sign out at reception and return lanyards
- Avoid being alone with a child, always ensure doors are left open and you are visible to others

## **Fire procedures**

1. On hearing the fire alarm, evacuate the building in a quiet and sensible manner out of the nearest fire exit. Do NOT collect personal belongings.
2. Children will assemble on the playground in class lines
3. Visitors assemble in the middle of the playground, next to the main gates. Admin staff will check the visitor's book. If you have been working with a child, you must ensure they leave with you and join the correct line in the playground
4. Registers will be taken to the evacuation point by admin staff. Teachers will complete a headcount and register of their class.
5. DO NOT return to the building until instructed to do so



### **Endsleigh Holy Child VC Academy**



## **CHILD PROTECTION AND SAFEGUARDING INFORMATION FOR VISITORS AND VOLUNTEERS**

Endsleigh Holy Child VC Academy is committed to safeguarding and promoting the welfare of all our children. This requires all staff, parents / carers, volunteers and visitors to share our commitment.

This leaflet contains information about our expectations of you whilst visiting our school. If you are unclear about anything, then please speak with a member of staff who will be able to help.

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

If you have concerns about a child which may include:

- something a child says or does
- marks or bruising on a child
- changes in a child's behavior or demeanour
- something you hear about a child or their family
- anything else that makes you concerned about a child

you **MUST** report this to our Designated Safeguarding Lead **Mrs Hermann** or in her absence, **Mrs Bentley** who is the Safeguarding Deputy. In the unlikely absence of our safeguarding team, please ask to speak to **Mr Guthrie**



## Safeguarding and Wellbeing Lead



Mrs Hermann

## Your Safeguarding Team

### Head of School and Deputy Safeguarding Lead

Mrs Bentley



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

- Stay calm
- Listen carefully to the child
- Do NOT ask leading questions... think TED! Tell me, Explain, Describe
- Do NOT promise confidentiality, explain to the child you may need to share information if you are worried about their safety
- Take notes during if this is appropriate or straight after if not, noting direct comments made by the child
- Note the date and time of the disclosure, as well as who was present
- Speak to the Designated Safeguarding Lead **immediately**.

