

## Health and Safety

The safety of everyone in our school is important to us, as a visitor you have a legal duty to keep yourself and others safe. Please close all security doors and gates behind you to keep our children safe.

## Fire

Please make yourself aware of the nearest fire exit to where you are based. In the event of a fire alarm, use the nearest fire exit and make your way to the top of the playground where a roll call will take place.

## Accident and illness

All accidents, regardless of severity, need to be reported to a First Aider. Staff will inform you of the First Aider needed to where you are based. All accidents will be logged in the Accident Book. Should you require a comfort break during your time here, a member of staff will happily direct you to our adult facilities, which are located around the school. Do not use children's toilets.

## 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 Child Protection Policy is located in the main school office and on our website.

## Designated Safeguarding Leads



Gillian Lovatt-Young  
Headteacher, DSL



Nikki Sheraton  
Deputy Headteacher, DDSL



Becky Bass  
SENCo, DDSL



Krista Welham  
Y1/2 Teacher, DDSL

Tony Craighill, Safeguarding Governor

If you are concerned about the conduct of a member of staff during your visit, immediately inform the Headteacher. In their absence, immediately inform the Deputy Headteacher or SENCO

## Essential Information and Safeguarding for Visitors



## Shoreham Village School

‘Learning today for tomorrow’s world’.

Shoreham Village School

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01959 522228

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**Safeguarding Statement.**

All those who come into contact with children throughout their every day work or as a volunteer have a duty to safeguard and promote the welfare of children.

Shoreham Village School is committed to safeguarding and promoting the welfare of our children, and requires all staff, volunteers and visitors to share this commitment.

**Which children need protection?**

You may become aware whilst working with a child, that there are some problems at home or elsewhere that give you cause for concern. You may become aware of unexplained marks or bruising or changes in a child's behaviour or demeanour. Sometimes children display aggressive behaviour, become withdrawn or uncommunicative or unable to concentrate.

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

If you become concerned about:

- something a child says
- marks on a child
- a child's behaviour or demeanour

Then please report these concerns to a member of school staff who will pass the information on to one of the school's Designated Safeguarding Lead (DSL). 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 full stop.
- Record carefully what the child says in their words, including how and when the account was given in the presence of a DSL. They will assist you to record this on the appropriate form.
- Do not discuss under any circumstances with anyone except the teacher or DSL. This member of staff will find someone for you to share your feelings with once the procedures have been completed

**Visitor Procedure,**

All visitors:

- must sign in and out at the reception.
- must provide photo ID and will remain under supervision of a delegated member of staff unless an enhanced DBS has been provided to the office. Without this you must refuse to be alone with our children if asked to do so inadvertently by a member of staff.
- will be issued with a visitor lanyard or sticker, which must always be displayed whilst on site.

**Visitor Code of Conduct.**

- Treat everyone with respect and kindness.
- Provide an example you would wish others to follow.
- 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 share any extreme views, beliefs or opinions with pupils and have due regard to the need to prevent people from being drawn into terrorism or any extremist views or actions.
- Do not make suggestive remarks gestures or tell racist, sexist or homophobic jokes.
- It is best not to do anything for a child that they can do for themselves.
- Always tell someone if a child touches you or speaks to you inappropriately.

**Mobile Devices**

To protect our children, you may not have your phone out or use it during your time in the school building or anywhere on site. Under no circumstances should you take photographs or videos of our children.