

### Safeguarding Statement

Grimsargh St Michael's C of E 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 volunteers and visitors will be issued with a photo ID badge 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 volunteers and visitors must sign out at the main reception before leaving the site
- 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

Mobile phones must be handed into our school office on arrival and can be collected on exiting the building. If agreed with the Headteacher, you may have your mobile phone on your person. However, to protect you and our children we respectfully ask that you do not have your phone out in the presence of children.

#### Photographs

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

### Designated Safeguarding Lead (DSL)



**Mr Stuart Booth**  
Headteacher  
01772 653600  
head@grimsargh-st-michaels.lancs.sch.uk

### Deputy Designated Safeguarding Leads



**Miss Helen Smith**  
Deputy Headteacher  
01772 653600  
h.smith@grimsargh-st-michaels.lancs.sch.uk



**Miss Lucy Cross**  
Key Stage 2 Leader  
01772 653600  
l.cross@grimsargh-st-michaels.lancs.sch.uk



**Mrs Hannah Coupe**  
Key Stage 1 Leader  
01772 653600  
h.coupe@grimsargh-st-michaels.lancs.sch.uk

**School Safeguarding Advice Line: 01772 531196**

**MASH: 0300 123 6720**

**LADO: 01772 536694**

**www.lancshiresafeguarding.org.uk**

## Grimsargh St Michael's Church of England Primary School



*Let your light shine before people so that they may see your good works and glorify your Father in heaven (Matthew 5: v.16)*

Inspiring, believing and achieving in our loving Christian community



## A Safeguarding Guide for Visitors & Volunteers

### **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 a 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
- 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 Headteacher 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. Pass this information onto one of the DSLs

### **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 Headteacher
- In their absence, immediately inform the Deputy Headteacher
- If it is a concern about the Headteacher, inform the Governor Safeguarding Lead, Mr Wayne Bretherton (07809872166 or via e-mail on [w.bretherton@grimsargh-st-michaels.lancs.sch.uk](mailto:w.bretherton@grimsargh-st-michaels.lancs.sch.uk))

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 procedures for that particular room. Otherwise, use the nearest fire exit and make yourself known to a member of staff. Please 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 and Child Protection Policy is located in the staff room and can be requested from the main school office.

**Keeping children safe is everyone's responsibility**

