

SCHOOL'S VISITOR SAFEGUARDING GUIDE



WHAT DO I DO IF I AM WORRIED ABOUT A CHILD?

If you become concerned about:

- Something a student says
- Marks or bruising on a student
- Changes in the child's behaviour or demeanour

→ You must inform the designated Safeguarding Lead.

If you feel that **a child may be a risk** of harm but are not sure, then **inform the Designated Safeguarding Lead immediately**, who will offer advice and take appropriate action.

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

Sometimes a child may disclose information to you. If this happens, then the following actions must take place.

WHAT DO I DO IF A CHILD DISCLOSES THEY ARE BEING HARMED?

- ✓ React calmly
- ✓ Listen carefully to the child, particularly what is said spontaneously
- ✓ Do not promise confidentiality. Explain to the child that you may need to pass on the information if you are worried about their safety
- ✓ You may clarify your concern using "tell, explain, describe or outline" but as soon as your concern is confirmed, ask no further questions as further enquiries may be compromised
- ✓ Only trained investigators should question a child
- ✓ Reassure the child that they have done the right thing
- ✓ 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 the Designated Member of Staff for Safeguarding immediately

TYPES OF HARM

Everybody has a responsibility to keep all children under the age of 18 safe and this applies to both the home and school environment. Harm is identified in four ways:

- **Physical:** This is when a child is deliberately hurt or injured
- **Sexual:** This is when a child is influenced or forced to take part in a sexual activity. This can be a physical activity or non-physical, e.g. being made to look at an inappropriate image.
- **Emotional:** This is when a child is made to feel frightened, worthless or unloved. It can be shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence.
- **Neglect:** This is a child is not being taken care of by the parents. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left home alone.
- **Extremism and radicalisation:** The holding of extreme political or religious views.

STAFF CONDUCT

If you're concerned about the conduct of a member of staff following an observation or disclosure, the following actions must take place:

- Immediately inform the Headteacher

→ In their absence (or if it's a Headteacher's conduct), immediately inform the Deputy Headteacher.

KEEPING YOURSELF SAFE

- Be professional. Be careful how you interact or speak to a child; the child may interpret it differently.
- Avoid physical contact with children, unless you are preventing them from immediately harming themselves or others.
- Avoid being on your own with a child, always ensure that a door is open, and that you are visible to others.
- It's best not to do anything for a child that he or she can do for him or herself.
- Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident, time and date it, and pass it on to the Headteacher.
- If you have concerns about the conduct of staff, it's your responsibility to inform the Headteacher.

**REMEMBER:
IF IN DOUBT... ASK!**



SAFEGUARDING STATEMENT

New River College PRU is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment.

This leaflet contains information about our expectations of you whilst visiting the

school. If you are unclear about anything in it, please speak to any of the contacts named within. Please keep this leaflet safe and available to read at any time during your visit.

If you are concerned about the safety of any child in our school, YOU MUST report this to our designated Safeguarding Lead:

NRC Primary: Clyde Brennan

NRC Secondary: Matt Gosset, Bill Dimmock and/ or Jamal Ouslimane

NRC Medical: Phoebe Berry

If you are concerned about the conduct of a member of staff or volunteer our school, you must contact the Headteacher, unless it is about the Headteacher, then please contact our Chair of Governors.

VISITOR PROCEDURES

All visitors must sign in at the main reception.

- ✓ All visitors will be issued with an appropriate pass which must be displayed at all times whilst on-site.
- ✓ Visitors will be asked to remain under the supervision of a designated member of staff whilst on site.
- ✓ Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, when possible, to avoid disappointment.

✓ If you are seeking an urgent appointment, please report to the main reception of the appropriate centre, and we will arrange for you to see a member of staff on duty.

✓ Visitors must ensure mobile phones are not used in school, unless in an emergency, and under no circumstances should photos/videos be taken.

✓ All visitors MUST sign out at the main reception, and return any passes before leaving the site.

✓ If a visitor is leading an assembly, lesson or pupil discussion, a member of staff will remain present and may stop the session if they feel it's detrimental to the pupil's general well-being in terms of the Prevent agenda, personal emotional care or safeguarding in general.

SAFEGUARDING STAFF

Designated Safeguarding Lead: Clyde Brennan and Rhys Shirley-Clarke

Deputy Child Protection Officers: Clyde Brennan, Jo-Anne Lee

Chair of Governors: Laura Partridge

School's number: 020 7504 0534 (option 1 for Primary, option 2 for Secondary and option 3 for Medical)