Safeguarding advice for visitors and volunteers

St Hilda's C.E. High School

Our school is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment.

By signing in and out of the visitors' book you are agreeing to follow the advice within this leaflet. All visitors must wear the visitor's badge provided by reception. An adult without a badge will be accompanied to the school's reception to confirm they have signed in.

Visitors must be accompanied at all times by a member of the school staff.

Unsupervised visitors: If your visit involves unsupervised contact with young people you will be asked to show the photographic ID badge provided by your employer and written confirmation that appropriate DBS checks have been made. Depending on your role and the organisation you are from you may be required to show your Enhanced DBS Certificate. We will note down the DBS number and date issued but will not make a copy of it. You will also need to read the school's Code of Conduct for Adults and Part 1 of the DFE's Guidance, 'Keeping Children Safe in Education' (2018). The school's Child Protection Policy is available on the school's website.

If you have ANY concerns about a child's welfare or wellbeing or have a concern about the behaviour of any adult within the school towards a child:

- discuss your concerns without delay with the Designated Safeguarding Lead or the Headteacher or a member of the safeguarding team.
- Remember it is important to share your concerns even if you are unsure.
- Anyone can make a referral to Liverpool Children's Services (tel: 0151 233 3700)
- The Local Authority Designated Officer (L.A.D.O.) for Managing Allegations Against Staff can be contacted on 0151 225 8101. The school office can provide you with a copy of the school's procedures for Managing Allegations Against Staff.

If a child makes a disclosure to you:

- Avoid being shocked or embarrassed.
- Listen to the child without interrupting them.
- Do not promise to keep a secret.
- Do not ask the child any leading questions.
- Reassure them that 'it is not their fault and they have done the right thing to tell you'.
- Immediately following the disclosure report your concerns to the Designated Safeguarding Lead (see above) and write down what the child said using the child's own words and phrases. Sign and date this document and hand it to the Designated Safeguarding Lead.
- Consider how best to manage your own feelings
- Following reporting your concerns remember that the disclosure and the child's identity should remain confidential

The school has a full code of conduct to encourage safer working practices for all adults working with young people, including advice regarding 'e-safety'.

Remember

- provide a positive role model to young people
- dress appropriately ensuring your clothing is not likely to be viewed as offensive or revealing
- treat all members of the school's community with respect and tolerance
- work with children so that you are visible by a member of the school staff
- respect a child's privacy and dignity
- always be able to justify any physical contact you have with a young person
- always report any situations that arise that you may feel may give rise to a complaint or misunderstanding in respect of your own actions

Never:

- Photograph a child without the school's permission
- Never use your personal mobile phone in areas used by young people
- Ignore inappropriate behaviours towards children either by other children or adults
- Share personal details with a child
- Meet or contact the child out of school including by text, email, Facebook or other social media or give a child a lift home
- Discuss the school, children or adults working within the school on social media
- Make inappropriate comments to a child including racist, homophobic, sexist or sexualised comments
- Give gifts to a young person (unless part of the school's agreed rewards policy or with the agreement of your line manager) or show them preferential treatment

Key Safeguarding Staff:

Headteacher: MRS J CODE

Designated Safeguarding Lead: MRS C O'NEILL

Safeguarding Team: MRS CODE, MRS O'NEILL, MRS GOODRUM. MR BELLMON

Chair of Governors: MRS J STEIN

Safeguarding Governor: MRS A HOLLERAN

Other Safeguarding Guidance:

In the case of a fire follow the following procedures:

- There should be no delay in ringing 999 and requesting fire and police….

If a child or member of staff needs emergency treatment or first aid:

- There should be no delay in ringing 999 and requesting an ambulance….