

What Do I Do If I am Worried

About a Child?

If you become concerned about:

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

Child abuse happens 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?

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

- ◆ 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.
- ◆ Ask no further questions
- ◆ Only trained investigators should question a child.
- ◆ Reassure the child that they have done the right thing.

Keeping Yourself Safe

- Be professional. Be careful how you interact with 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.
- If you have concerns about the conduct of staff, it is your responsibility to inform the Headteacher.

Safeguarding Statement and Visitor Agreement

Barnes Farm Infant School is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment. As an adult visiting this school you have a duty of care towards all pupils. This means you should act, at all times, in a way which is conducive to their safety and welfare.

If you have any concerns during your visit, Immediately pass the information on to a member of the Safeguarding Team

Signed by _____

Date _____

Barnes Farm Infant School School Visitor Information and Safeguarding Guide





Welcome to Barnes Farm Infant School

Visitor Arrival Information

All visitors must sign in at Main Reception

All visitors will be issued with an appropriate pass which must be displayed at all times whilst on the site.

All visitors must sign out at the Main Reception before leaving the site.

E-Safety

Mobile Phones: to protect our children we respectfully ask that you do not have your phone out or use it during your time in the school building. If this is an issue please contact a member of staff on arrival.

Photographs: under no circumstances should you take photographs of our children whilst at our school. Unless authorised to do so by the head teacher.

Parking and Disabled Access:

Limited parking is available in our car park, but spaces can be reserved if necessary. There is ramp or flat access to all the main buildings.

Health and Safety



Fire: In the event of a fire alarm please use the nearest fire exit and make yourself known to a member of staff.

Please make yourself aware of the nearest fire exit where you are based.

First Aid, 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 log.



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 in the main corridor.

Safeguarding Team

Designated Safeguarding Lead:



Mrs Zanya Farmer
Headteacher

Safeguarding Deputy:



Mrs Kirsty Robinson
Assistant Headteacher/SENCO

Safeguarding Deputy:



Mrs Pam Webb
Family Support and Wellbeing Mentor

Governor (Safeguarding Responsibility):



Mrs Katie Corbett
Chair of Governors