

## Visitor Procedures

Here at Highfields Primary School we have a Visitor Policy detailing the procedures that must be adhered to.

All visitors, including trainee teachers, volunteers, parents, and those on work experience, must:

- Immediately report to the school office on arrival.
- Provide their details to the office staff, including their name, purpose of the visit, name of the pupil the visit affects/staff member who arranged the visit.
- Sign in using the Inentry system
- Wear the ID badge provided at all times whilst on the school property.
- Sign out using the Inentry system upon departure.

All visitors will be made aware of the relevant school policies, including those in relation to health and safety, reporting a concern and emergency procedures.

## Keeping Yourself Safe

Upon arrival, the school office will ensure you are made aware of, and will follow, the relevant school policies and procedures, including, but not limited to:

- Visitors Policy
- Health and Safety Policy
- Prevent Policy
- Child Protection and Safeguarding Policy
- Evacuation procedures

- Whilst on site, you should always remain professional, especially if you are a volunteer, trainee or on work experience.
- Always be aware of how you speak to a pupil – they may interpret things like jokes or compliments differently. Avoid any physical contact and do not make racist, homophobic or sexualised comments around pupils.
- If your duties require you to be alone with a pupil, always ensure that a desk is between you, the door is open or you can be seen through windows so that you are visible to others.
- If a pupil touches or speaks to you inappropriately, you must tell the Headteacher and ensure you record the date and time of the incident.
- Where a pupil has told you that they are being harmed, you must not question the pupil and must report the incident to a member of the Safeguarding Team immediately.
- You must never share contact details with a pupil or arrange to meet them outside of school hours.
- Pupils should not be contacted through social media and you should not discuss the school, its teachers or its pupils across such platforms.
- Taking photographs or recording videos is not permitted unless consent has been sought for the relevant school activity.

## Visitor Safeguarding and Safety Information



Highfields Primary School is committed to safeguarding and ensuring the welfare of all pupils and requires all staff, volunteers and visitors to share this commitment.

This leaflet contains information regarding our expectations of you whilst visiting us. If you have any further questions, please speak to any of the named contacts included on the reverse side of this leaflet. Please keep the leaflet in a safe place so that you can read it again if you need to.

If you are concerned about the safety of any child in our school, you must report this to a member of the Designated Safeguarding team.

If you are concerned about the conduct of a member of staff or volunteer in our school, you must contact the Head Teacher.

## Designated Safeguarding Team

Mrs S. Garratt (DSL/Headteacher)

Mrs M. Lewis (Deputy DSL/Deputy Headteacher)

Mrs S. Evans (Deputy DSL/ Assistant Headteacher)

Mrs E. Adams (Deputy DSL/Learning Mentor)



Governor with Safeguarding responsibility: Mrs J. Hunter



## Types of Harm

The following is a list of possible forms of harm that young people can face:

- Physical abuse – a child suffers physical harm or injury, e.g. bruises and cuts.
- Emotional abuse – a child receives emotional maltreatment which causes adverse effects on their development, e.g. being told they are worthless.
- Sexual abuse – a child is forced or enticed into taking part in sexual activities in which they do not give consent for, whether or not they are aware of what is happening. Indicators may include the use of sexual language or not wishing to be alone with someone.
- Neglect – a child's basic physical and/or psychological needs are consistently not met, resulting in serious impairment of their health or development, e.g. by providing inadequate amounts of food. A child may appear tired or malnourished.
- Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE) – a child is subject to a form of abuse where an individual or group takes advantage of, or manipulates, a child into sexual or criminal activity, in exchange for something the victim wants/needs. An indicator may be that the child has unexplained new items/presents.
- Peer-on-Peer Abuse – peer-on-peer abuse can involve domestic abuse, CSE, serious youth violence and harmful sexual behaviour.

## What should I do if I am concerned about a pupil?

If you are worried about any of the following:

- Something a pupil says
- Marks or bruising on a pupil
- Changes in a pupil's behaviour

You must inform the school's Designated Safeguarding Lead (DSL); our DSL is Mrs S. Garratt

If a pupil discloses that they are being harmed you must:

- React calmly.
- Listen carefully.
- Not promise confidentiality; explain that you may need to tell somebody if the pupil's safety is at risk.
- Reassure the pupil that they have done the right thing.
- Take a record of what the pupil has said, including the date, time and how and when the information was received. This information must be passed to the DSL immediately.
- Where you have concerns about the conduct of a member of staff following an observation or disclosure, then you must immediately inform the Headteacher, in their absence or if the concern regards them, the Deputy Headteacher

## Useful Contacts

The DSL is Mrs S. Garratt. If you have any questions or comments about the safeguarding of children then you can contact [leadershipteam@highfields.sandwell.sch.uk](mailto:leadershipteam@highfields.sandwell.sch.uk) or by calling school on 0121 559 1037