

St Monica's Catholic Primary School Visitor Safeguarding Guidelines



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 in our school, you are agreeing to follow the advice within this leaflet.

All visitors must wear the visitor's badge provided by reception.

If you are an authorised visitor with enhanced DBS clearance you will be given a green lanyard and able to move through school without supervision. 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 you have an Enhanced DBS Certificate including a Barred List Check.

You may be required by the school to present your Enhanced DBS Certificate. We will not make a copy of your certificate. We will simply note the level of the check undertaken.

You will also need to read Part 1 of the DfE's guidance, 'Keeping Children Safe in Education'. The school's Child Protection Policy and Code of Conduct for Adults are available on the school's website.

As part of our safeguarding commitment, our school adheres to the Prevent Duty, a legal obligation under the Counter-Terrorism and Security Act 2015. This means that all staff, volunteers, and visitors have a responsibility to be vigilant for signs of radicalisation or extremist influences in young people. If you have any concerns about a child or adult in relation to radicalisation, you must report them immediately to the Designated Safeguarding Lead. The school promotes an inclusive environment that fosters mutual respect and critical thinking, helping students develop resilience against extremist narratives. Further guidance on Prevent Duty and safeguarding can be found in the school's policies, which are available on request.

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 (in emergencies or if they need to) can make a referral directly to Children's Services
- The Local Authority Designated Officer (L.A.D.O.) for managing allegations against staff and volunteers can be contacted via Sefton Children's Services
- The school office can provide you with a copy of the school's procedures for managing allegations against staff and volunteer

Do not investigate but report them immediately to the Designated Safeguarding Lead, Deputy Designated Safeguarding Lead or another member of the senior staff at the school.

- 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 on the form which is available in the staffroom
- 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 can provide additional national guidance in respect of safer working practices for adults working with young people, including advice regarding 'on-line 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
- There should be no delay in ringing 999 and requesting fire, police or an ambulance

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

KCSIE states that it is vital that there is a whole-school approach to safeguarding and everyone works to create a safe culture within the organisation. This means all concerns and allegations against adults working in the establishment, including school staff, supply teachers, volunteers, and contractors, are dealt with promptly and effectively.

A low-level concern means the allegations against that staff member do not meet the harms threshold, and this person does not pose an immediate risk to the students.

- Being overly friendly with children
- Having 'favourites'
- Taking photographs of children on their mobile phone
- Engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- Using inappropriate sexualised, intimidating or offensive language
- Behaving in a way inconsistent with the staff code of conduct, including inappropriate conduct outside of work, and
- Behaving in a way that does not meet the allegation threshold, or is otherwise not serious enough to consider a referral to the LADO.

If you have any concerns about an adult working or volunteering in school, it is important you report them immediately, both verbally to a safeguarding officer and written on a concern form (available in the staff room or school office)

Guidelines for Visitors: Fire and Emergency Evacuation Procedure

- In the event of a fire alarm, all adults and children must evacuate the building by the most direct route possible and assemble at the playground
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- All fire exits are clearly signalled
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- If you are responsible for a child, lead them quickly and quietly to the playground and to their class teacher
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- If you are unsure of the whereabouts of a child, please report this to a member of staff immediately, ideally the child's class teacher
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- Class teachers will count their class and check for any missing children against their online register
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- A member of the Senior Management Team will allow re-entry to the building once they have declared it safe to do so
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- If you discover a fire, the alarm should sound. There are 'break glass' fire alarms around the school

Please sign in and out and always wear your visitor lanyard. If your lanyard is green, you can work in school without supervision because we have seen a DBS check; if your lanyard is red, you must be with a member of staff.

The toilets for visitor use are located in the main foyer