

VISITORS TO LONGWOOD – SAFEGUARDING GUIDELINES

We want Longwood to be open and welcoming to everyone who would like to support our children. We also want to encourage parents and other adults to help our community in a variety of ways. These guidelines set out our “do’s and don’ts”, so that the children benefit from as much help and support as possible, whilst also being provided with the best possible security and safeguarding.

Everyone at Longwood works together to ensure that children are kept safe by contributing to providing a safe environment for children to learn. We try hard to identify children who are suffering or likely to suffer significant harm, and take appropriate action with the aim of making sure they are kept safe both at home and at school. For the children’s safety, all volunteer helpers are required to have police clearance (DBS) before they work in the school. The head teacher has the authority not to accept the help of volunteers or allow entry to visitors if she believes it is not in the best interests of the children.

Identification

On arrival, visitors will be asked to produce ID if they are not known to us. This applies to any outside providers, such as theatre groups, regular contractors or students that undertake training at our school. If works have to be performed during the school day, we always ensure that the person is accompanied at all times. Supply staff should also bring ID as confirmation of the DBS information that we will have already received from the Supply Agency. Parent helpers will be required to complete a DBS form as a volunteer if they intend to help out in class or accompany the children on a school visit.

Procedure for signing in

All adults that arrive at Longwood must sign in at reception. A visitor’s book keeps a record of each visitor, the purpose of the visit and the time of arrival and departure. Visitors will be given a visitor’s badge, which should be worn at all times and returned to the office before they leave. This procedure is followed on both safeguarding and fire safety precautions grounds. Local Authority employees should wear the identification badges issued by the organisation for which they work – e.g. Educational Psychologists.

Confidentiality and Data Protection

Photography and recording in any form is only permitted at the discretion of the Head Teacher. Permission from the Head Teacher must be sought on all occasions before this can happen. This may be to comply with the Data Protection Act, preserve copyright or maintain confidentiality. Also, to preserve confidentiality,

visitors must not pass on any information obtained on their visit to anyone who does not need to know that information. Regular visitors and those most likely to have access to confidential information will be asked to sign a confidentiality agreement. No-one is allowed to use their mobile phone for any reason in front of the children. Phones may only be used in offices and the staff room. They must be switched off and out of sight at all other times.

Respect

We expect visitors to show respect and concern for others by supporting the respectful ethos of our setting, by setting a good example in their own speech and behaviour towards all members of our community. We will not tolerate disruptive behaviour which interferes with the operation of a classroom, an office area or any other part of Longwood and its grounds. This involves using loud and/or offensive language or displaying temper.

Child Protection and Safeguarding

Visitors are not allowed to do the following activities:

- Take responsibility for all or some of the whole class.
- Take children off the school site without a teacher in charge.
- Deal with behaviour of a child in school if not their own.
- Be out of the sight of a member of staff, alone with a child.
- Physically restrain a child.
- Use a toilet designated for children.

If you think a child is in need because they are suffering or are likely to suffer significant harm, you **MUST** do the following:

1. Make a note of what you have seen or been told.
2. Don't make assumptions, keep an open mind.
3. Do not question the child.
4. Do not physically examine the child.
5. Never promise to keep secrets.
6. Be discreet - do not say anything that may place the child or yourself at risk.
7. Act quickly and share the information with the Designated and /or Deputy Designated Persons at Longwood. You can ask for them via the school office. They are: Designated Person – Claire May Head teacher, Deputy Designated Persons – Malcolm Livesey, Marietta Gilbert, Kirsty Nakabale
8. If the disclosure or your concern relates to a member of staff, this must, as soon as possible, be shared with the Designated Person and nothing should be said to the adult involved.

Please familiarise yourself with these procedures. They have been developed to protect you **AND** the children.