

### Safeguarding Statement

Melbourne Primary School is committed to safeguarding and promoting the safety and welfare of our children. This requires all staff, volunteers and visitors to share this commitment.

### Visitor Procedures

- All visitors must sign in using the electronic inventory system at the main reception. This system will generate an ID sticker for visitors/volunteers to wear.
- All visitors will be issued with an appropriate lanyard which must always be displayed whilst on the site.
- Visitors will be asked to remain under the supervision of a designated member of staff whilst on site.
- All visitors must sign out at the main reception but scanning the barcode on the visitors badge before leaving the site.

### E-Safety

#### Mobile Phones

To protect our children we respectfully ask that you avoid using your mobile phone during your time in the school building. If this is an issue, please contact a member of staff on arrival.

#### Photographs

You must not take photographs whilst at our school.

#### Safeguarding Policy

A copy of the school's safeguarding policy is located in the main school office and also on the Safeguarding Board in school.



Mrs Vicky Burdett:  
Headteacher  
Designated Safeguarding Lead  
Pupil Premium Lead  
LAC Co-Ordinator  
vburdett@mcps.org.uk



Mrs Emma Darwin Deputy  
Designated Safeguarding Lead  
edarwin@mcps.org.uk



Rebecca Major  
Safeguarding and children  
protection Governor  
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#### Further Information

The child protection office for the local authority is:

If you are concerned about the safety and welfare of a child you can also contact the **Safeguarding and Partnership Hub (SaPH) during office hours on (01482) 395500** – choose option 1 and a social worker will be able to talk through your worries with you. If you would like to make the call outside of office hours call the **Child's Emergency Duty Team (01482 393939)**.

# A Guide to Safeguarding for all Visitors and Volunteers



Care—Believe—Strive —Imagine—Achieve

### What do I do if I am worried about a child?

If you become concerned about:-

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

Please report these concerns to the class teacher or a member of school staff who, will pass the information on to one of the school's Designated Safeguarding Leads. Child abuse can happen to all children regardless of gender, culture, religion, social background and those with or without disability.

### What do I do if a child discloses they are being harmed?

Whilst this can be an alarming situation it is important that you know what to do in such an eventuality and for you to stay calm and controlled.

- Record carefully what the child says in their words including how and when the account was given.
- Listen carefully to the child, particularly what is said spontaneously.
- Remember not to show shock or disbelief.
- Do not promise confidentiality. Reassure the child but do not make promises that might not be possible to keep.
- Reassure the child that you will tell the teacher or Head Teacher who will be able to help them.
- Do not interrogate or ask leading questions.
- Reassure the child that it is not their fault; stress that it was right to tell.

- Date, time and sign the record using the yellow cause for concern form (available from school staff). Pass this on to one of the Designated Safeguarding Leads.
- Be aware of your feelings about abuse and find someone to share your feelings with once the procedures have been completed

### Visitor Code of Conduct

- Treat everyone with respect.
- Always demonstrate the school values to set an example for our children.
- Remember someone else may misinterpret your actions no matter how well intended.
- Do not jump to conclusions without checking.
- Do not permit abusive activities such as bullying or ridiculing.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- It is best not to do anything for a child that he or she can do for him/herself.
- Always tell someone if a child touches you or speaks to you inappropriately.

If you are concerned about the conduct of a member of staff during your visit the following actions must take place:-

- Immediately inform the Head Teacher.
- In their absence, immediately inform the Deputy Head Teacher.

### 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 to where you are



based. We will let you know on arrival to school if a fire drill is planned to take place.



#### 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 book.

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 around the school.