



Windmill Hill Primary School

Safeguarding Information for Visitors

Windmill Hill Primary School is committed to safeguarding and protecting the welfare of all children and young people and expects all staff, volunteers and visitors to share this commitment.

Child Protection is everybody's responsibility and all people in the school community have a duty to act on any concern.

If you are concerned about the welfare of any child in our care, you must report this to a member of our safeguarding team. As soon as you become aware of a concern please ask a member of the office staff to speak to the school Designated Safeguarding Lead or one of the Deputy Safeguarding Leads.

If you are concerned about the conduct of a member of staff you must report this to the Headteacher. If you are concerned about the conduct of the Headteacher, please report this to the Chair of Governors.

All members of staff wear an identity badge and visitors are also required to wear an identity badge with a colour coded lanyard. **Visitors who have provided proof of a current enhanced DBS check will wear a badge with a green lanyard. Visitors who have not provided proof of a current enhanced DBS check will wear a red lanyard.** Visitors wearing a red lanyard will be supervised by a member of staff at all times for the duration of the visit. This process enables staff, parents and children to know who the adults are in the school, ensuring that everyone feels safe.

Photographs must not be taken (or recordings made) on site unless authorised by the Headteacher. Mobile phones should only be used in school with the knowledge and permission of the Headteacher. Permission for the use of mobile phones in school will only be granted in exceptional circumstances.

Procedures for Visitors

- All visitors must sign in at the main reception
- All visitors will be provided with an appropriate badge and colour coded lanyard which must be displayed at all times.
- Visitors with a red lanyard will be asked to remain under the supervision of a designated member of staff at all times.
- Visitors are asked not to enter classrooms unless by prior arrangement.
- All visitors must sign out at the main reception and return the visitors badge before leaving the site.

Our school safeguarding policy is available to view on the school website.

Visitors Quick Guide to Safeguarding Procedures

At Windmill Hill Primary School our highest priority is to ensure the safety and wellbeing of our children. We aim to:

Provide a safe environment, identify children who are suffering or likely to suffer significant harm and take appropriate action.

This leaflet has been given to you to make sure you understand what is expected of you.

Please seek advice from the Designated Safeguarding Lead (DSL) for Child Protection if you are unclear about anything in this leaflet

Please keep this leaflet in a safe place.

What should I do if a child discloses that s/he is being harmed?

Listen

Listen carefully to what is being said to you, do not interrupt.

Reassure

Reassure the pupil that it is not their fault. Stress that it was the right thing to tell. Be calm, attentive and non-judgemental. Do not promise to keep what is said a secret. Ask non-leading questions e.g (who, what, when, where and how) to clarify if necessary.

Then follow the steps below.

The information you have may not be enough on its own for a Child Protection referral, however it will help your DSL to make a decision about risk of harm to the child.

What must I do?

- Share your concerns verbally with the Designated Safeguarding Lead/Deputy DSL without delay (or Headteacher/Chair of Governors where concern is about an adult working with children.
- Record the information on a cause for concern form and return this to the DSL/Headteacher.
- The DSL/Headteacher will make the appropriate decision on the steps that need to be taken to ensure the wellbeing of the child.

What should I do if I have a concern about an adult who works with children?

- If your concern is about a staff member or volunteer, you should report this to the most senior person not implicated in the concern, so in most cases the Head Teacher. If, however, your concern is about the Head Teacher, you should report this to the Chair of Governors. Contact details can be found on the back of this leaflet. The senior person will then contact the Local Authority Designated Officer (LADO) for a discussion.

How do I ensure my behaviour is always appropriate?

- At Windmill Hill Primary School, we have high expectations with regards to adult behaviour. Please ensure that your behaviour, language and conduct is of the highest standard as all adults in school are considered to be role models for the children who attend the school.

Safety Procedures

Reception

Visitors must report to and sign in at Reception where they will be given an ID badge. The badge must be displayed for the duration of the visit. On leaving, visitors must sign out and return the ID badge.

Classrooms

Unauthorised access to classrooms is prohibited. Visitors with a red ID badge will be supervised at all times.

Fire and emergencies

If the fire alarm sounds, please leave the building immediately by the nearest emergency exit. Please assemble at the designated point.

Accidents

In the event of an accident or injury, first aid is available. Accidents must be recorded in the accident book.

Smoking

The school has a smoke free policy. Smoking is prohibited in the grounds of the school.

Photography

It is prohibited for visitors to take photographs or make recordings in the grounds of the school unless permission is granted by the Headteacher.

CONTACTS

The school has a Child Protection Policy and a copy is available on the school website :-

www.windmillhill.school

In line with this, regardless of the source of harm, you MUST report your concern.

Head Teacher - Miss Paula Newman

Your Designated Safeguarding Lead (DSL) is Miss Paula Newman

07947 149508 - Head.windmillhill@haltonlearning.net

Your Deputy DSL's are - Mrs Andrea McCoy

07725 764582 - amccoy@windmillhillprimary.com

Mr Darren Stoddart

07702 130241 - Dstoddart@windmillhillprimary.com

Your Chair of Governors is Miss Claire Pentin

07748 647728 - Claire.Pentin@actionforchildren.org.uk