#

A Guide to Child Protection and Safeguarding for Visitors

**Welcome to our school**

Our priority is to ensure that our school remains a safe place for children, staff and visitors. All staff and visitors have a duty of care towards the welfare and safety of the children and adults in the school, this is called Safeguarding. Safeguarding means:

* Children are protected from harm
* Children are quickly identified if they are at risk of harm
* Action is taken to ensure the best outcomes for all children.

Visitors **must** sign in and wear the visitor’s lanyard, so it can be clearly seen, at all times when on site. When leaving, ensure you sign out and return the lanyard. We ensure that all adults who work or volunteer in our school are subject to the appropriate security and employment checks including Enhanced Disclosure and Barring System (DBS) checks.

**Conduct**

* Be a positive role model
* Dress appropriately ensuring your clothing is not likely to be viewed as offensive or revealing
* Treat all members of the school community with respect
* Respect children’s dignity and privacy
* When working with children ensure you are visible by a member of staff
* Any physical contact with a child must be appropriate and justifiable
* Always report any concerns whether this be about a child or any adult

**Never:**

* photograph a child without the school’s permission
* Use your mobile phone in areas used by children
* Ignore inappropriate behaviours/language towards children whether by adults or other children
* Share personal details with a child
* Meet a child out of school context
* Discuss the school, its pupils or staff on social media
* Make inappropriate comments about children or adults
* Give gifts or show preferential treatment to a child

**Safeguarding is Everyone’s Responsibility**

**Further information:** You can find the full Safeguarding, Child Protection, E-Safety and associated policies on our school website: [www.mspru.manchester.sch.uk](http://www.mspru.manchester.sch.uk)

Any adult working (paid or voluntary) in our school must ensure they have read and understood the Child Protection and Safeguarding Policy and at least Part 1 of Keeping Children Safe in Education 2022. They must ensure they understand the signs and categories of abuse and know how to report any concerns. As a visitor, if you encounter any situation that gives rise to concerns about the conduct of a member of staff or the safety of a pupil, please speak to the Designated Safeguarding Lead for the centre in the first instance.

**What if a Child Makes a Disclosure?**

Remain calm. Don’t promise to keep anything secret. Be clear that you will need to pass information on to the safeguarding lead. Listen carefully to the child’s words. Do not ask leading questions. Do allow them to take their time without interrupting. Do not let the pupil think you are doubting them or do not believe them. Reassure the pupil that the action taken is to help keep them safe.

**E Safety**

Before using the internet, school network or IT equipment, you will be asked to read and sign an Acceptable use Agreement, which is designed to ensure that all adults working in school are aware of their individual responsibilities. The terms of this agreement must be followed at all times.

**Fire and Emergency**

If you discover a fire, sound the alarm and inform the centre manager if safe to do soon hearing the fire alarm exit by the nearest fire exit and assembly at the external assembly point; a fire marshall will guide you if necessary. If you are responsible for children, make sure they leave the building immediately and supervise them until a member of staff takes over. If there is another danger that puts children and/or staff at risk of harm, please inform the nearest member of staff to initiate lockdown procedures.

**Health and Safety**

You have a legal responsibility to care for your own and others’ health and safety. If you have a concern, please inform a member of staff who will pass it on to the person responsible.

**First Aid**

Many of our staff are trained first aiders. If you or a child requires first aid, please inform a member of staff. All accidents must be recorded and reported to centre leads. In the event of an emergency dial 999 immediately. (dial 9 for an outside line first)

**Who to contact in school**

If you have any concerns, please contact

Designated Safeguarding Lead: Kath Barratt 0161 676 7955/ 07736896117

Lead Pastoral Officer: Katie Bickerdike 0161 676 7955/07940720526

**ALWAYS REPORT ANY CONCERNS to the Designated Safeguarding Lead**