

Keeping children safe is everyone's responsibility

Safeguarding Information for Visitors

Welcome to Moseley Church of England Primary School.

We are committed to the highest standards in safeguarding and protecting the children entrusted in our care. As such, we expect all staff, volunteers and visitors to share this common commitment.

All staff and visitors alike have a responsibility for safeguarding our pupils.

Our school will support all children by:

- Promoting a caring, safe and positive environment.
- Encouraging self-esteem and self-assertiveness.
- Effectively tackling bullying and harassment.

At our school, in order to protect our children, we aim to:

- Create a culture of safeguarding
- Create an atmosphere where all our children feel secure, valued and listened to
- Recognise signs and symptoms of abuse
- Respond quickly, appropriately and effectively to cases of suspected abuse.

To ensure this we ask the following:

- All supply staff, regular visitors and volunteers are subject to DBS checks and must sign in at Reception on arrival.
- All other visitors will be asked to produce ID and must sign in at Reception on arrival.
- Visitors will be issued with a badge that must be worn and visible at all times.
- Visitors are asked to read this leaflet in full on arrival on their first visit.
- Visitors should remain in Reception until under the supervision of a designated member of staff.
- **Switch off** your mobile phone/device and store it in your bag.
- In the event you do need to use your mobile phone or camera enabled device, please do so in an area that is **not** accessed by the children, for example in one of the offices or in the staff room.
- Do **not** take pictures, videos or sound recordings of any pupils.
- If you are a visitor working with a child, please ensure the class teacher is aware of this, where you are working and approximately how long for.
- If you are working with a child, please do so in a space that is open, or have an open door or be visible by others through a window

Always share concerns with school staff, no matter how small they may appear, and don't keep them to yourself.

What to do if you are concerned about a child:

If you feel that a child may be at risk of harm, then inform one of the Safeguarding Team immediately. Our Designated Safeguarding Leads (DSLs) are:



Lead DSL

Mrs Dawn Gallagher

Headteacher,
Single Point of Contact,
Safer Recruitment,
Operation Encompass Key
Adult, Designated Teacher



Deputy DSL

Mrs Farirayi Mupesa

Deputy Headteacher
SENDCO
SEMH Lead

They will offer advice and take appropriate action. If you have a concern about another adult in school, please ask to speak to a DSL. A copy of the school's Safeguarding policy is located in the school office.

If a child makes a disclosure:

- **React calmly.**
- **Listen carefully to the child** and make a factual and accurate note of any observations which could indicate abuse.
- **Do not promise confidentiality.** Explain to the child that you must pass on the information if you are worried about their safety.
- **Do not ask leading questions or make judgements.**
- **Reassure** the child that they are doing the right thing.
- **Record factually and carefully**, on a 'Report of possible Child Protection Concern' Form (found on the noticeboard by the photocopier) what the child says in their own words including how and when the account was given. This must then be dated and signed and immediately passed to one of the Safeguarding Team.

REMEMBER...if in doubt...ask.

Please do not leave our school without telling someone or doing something.