

CONTACTS

Headteacher:

Mrs Julie Clubley

Designated Senior member of Staff for Safeguarding Children:

Mrs Julie Clubley

Mrs Catherine Billingham

Governors with Responsibility for Safeguarding:

Mr Andy Chatwin

Mr Richard Campbell

Thank you for the time that you
have taken to read this
information.

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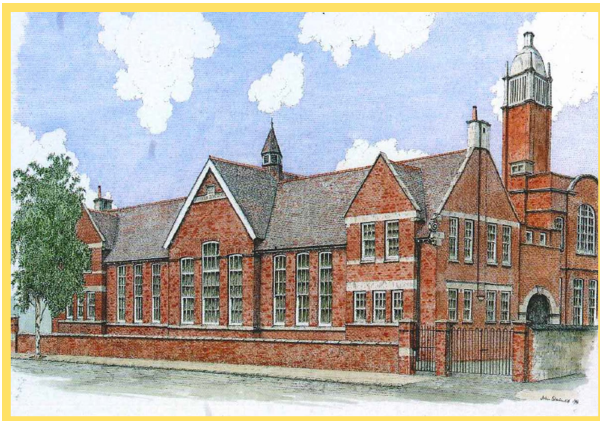


**SAFEGUARDING
ADVICE FOR
VISITORS TO
HAWTHORN
COMMUNITY
PRIMARY SCHOOL**

No child should suffer harm of any form, either at home or at school. Everyone who works or visits our school has a responsibility to make sure that all young people are safe.

This leaflet has been given to you to make sure that you understand what is expected of you as a visitor to our school. Please ask at the school office if you are unclear about anything in it, and keep the leaflet in a safe place, so that you can read it again if you need to.

If you are worried about the safety of any young person in our school, you must report this to the Designated Senior Member of Staff in School immediately who will act in the best interests of the young person.



On arrival to the school you will be asked to sign in in the Visitor's Book and will be asked for visitor ID.

Please do not be offended by this, it forms part of our vetting procedures.

You will then be given a Visitor's Badge to wear for the duration of your visit to the school. This badge must be worn at all times.

All staff also wear badges, so you will be able to identify all school-based members of staff should you have any questions or problems.

Mobile phones must not be used at any time when on the school premises (except when in the staffroom away from all children).

If you see anyone using a mobile phone whilst in school, please report this to the School Office.

When you leave the school please hand in your Visitor's Badge to the School Office and sign out in the Visitor's Book.

Hawthorn Community Primary School has a Safeguarding Policy and a copy is available from the School Office.

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

If whilst visiting our school you become concerned about:

- Comments made by a child;
- Marks or bruising on a child;
- Changes in the child's behaviour or demeanour;

Please report these concerns to one of the named Designated Senior Members of Staff. Their names and photographs can be found on display in the School Office and on the Safeguarding Display in the staffroom.

What should I do if a child makes a disclosure that he/she is being harmed?

Immediately record the details of the disclosure including wherever possible the exact words or phrases used by the child. Forms for the recording of information of this nature are available from the School Office or in the staffroom and should be completed and returned to the Designated Senior Member of Staff to enable the matter to be dealt with in the most appropriate way. Please ensure that you have signed and dated the form and leave your contact details with the school. Do not leave the form with anyone other than a named Designated Senior Person.

What should I do if the alleged abuser is a member of the school staff?

You should report such allegations to the Headteacher immediately.

What should I do if the alleged abuser is the Headteacher?

You should report such allegations to the Deputy Headteacher/Deputy Senior Designated Member of Staff, who will notify the Chair of Governors.

How do I assure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect.

As a visitor you may find yourself working closely with children, sometimes on a one-to-one basis.

Do not photograph children, unless requested to do so by the class teacher using the class camera.

Do not exchange e-mails or text messages, or give out your own personal details.

Please help us to safeguard the children in our care by following these guidelines.