

It is important you do not feel afraid about passing on their concerns. The information may be a small piece in a bigger jigsaw puzzle and help to get a better understanding of a child's predicament. Any concerns, however seemingly trivial, should be passed on to the Designated Safeguarding Lead.

### Guidance for recording information

You should record your concerns as soon as possible and any note should include the following:

- *The nature of your concern;*
- *what is the evidence that led to the concern;*
- *what the child said (if a discussion has taken place; and, what you did or said in response (if a discussion has taken place).*

### Confidentiality

Dealing with issues of child abuse can be distressing for the adult to whom the abuse is disclosed or who has concerns. It is important that you talk about your feelings after the event. However, it is also very important to remember that children's details and names must remain confidential and any discussion that you feel you need to undertake does not allow the child to be identified to anyone else.

If you have any queries regarding the information contained in this leaflet, or require further clarification of any points, please do not hesitate to contact either the Head Teacher or the SENDCO. For further information, please see

- *Brimpton Primary School Child Protection Policy*
- *Keeping Children Safe in Education*

Both these documents are available on the school website or may be obtained from the school office.

## Useful Contacts



### Designated Safeguarding Leader and Head Teacher

**Mrs Heidi Davies**

[headteacher@brimpton.w-berks.sch.uk](mailto:headteacher@brimpton.w-berks.sch.uk)



### Senior Teacher and SENDCO

**Mrs Zoe Baker**

[zbaker@brimpton.w-berks.sch.uk](mailto:zbaker@brimpton.w-berks.sch.uk)



### Safeguarding Governor

**Mrs Rhoda Nikolay**

[r.nikolay@brimpton.w-berks.sch.uk](mailto:r.nikolay@brimpton.w-berks.sch.uk)

**Brimpton Church of England Primary School**

**Tel No: 0118-9712311**



**Brimpton**  
C of E Primary School



**Visitors &  
Volunteers  
Safeguarding  
Leaflet**

## SAFEGUARDING ADVICE FOR VISITORS TO BRIMPTON PRIMARY SCHOOL

Our aim is to provide a safe and secure environment for our pupils, staff, volunteers and visitors. As a school we are committed to safeguarding and promoting the welfare of children and we hope that this leaflet will provide useful information when working with our children.

### Security of pupils, staff and visitors

All visitors must report to the main school reception, sign into the visitor record book and be issued with a visitor's badge on a red lanyard. This should be visible at all times. Please do not be offended to be asked to provide photographic identification or have your identity verified. Unsupervised access to pupils will only be permissible to scheduled visitors who have verified their identity and evidenced their clearance to work with children.

All our staff and governors have a valid DBS. All staff wear a blue lanyard with photo identification.

### Visitor code of behaviour

To protect yourself and our children we request you observe the following code:

- Be a positive role model and set an example you wish others to follow.
- Refrain from using personal communication devices within close proximity of pupils.
- Do not photograph children (unless permission has been previously obtained)
- Do not give any personal information to pupils such as your mobile number or address. Do not provide pupils with your personal email address, and only provide your professional work email if it is necessary as part of the reason for your visit.
- Do not give students details of your personal social network accounts or engage in any communication with students using social networking sites.
- Report to staff any unacceptable behaviour.

### What to do if you are worried about a child

Whilst working with a child you may have concerns about their well-being. This may include:

- Comments made by a child,
- Marks or bruising on a child,
- Changes in the child's behaviour or demeanor.

If such a situation arises, you should speak to the member of staff associated with your visit, they will pass the information on to the Designated Safeguarding Lead (DSL), to be dealt with in the most appropriate way. Alternatively, you may wish to directly contact the DSL:

Head Teacher or SENDCO

### Disclosure of abuse by a child

It may be that you are approached by a child who wants to talk to you about something that has or is happening to them. If you are approached by a child wanting to talk, you should listen positively and reassure the child. If you can, try and ensure a degree of privacy, but this may not always be possible.

***Whilst this can be an alarming situation to find yourself in, it is important not to let the moment pass – for every child that does finally disclose information, evidence shows that they have usually tried up to 12 times before.***

### Helping the child when abuse is disclosed:

- Be prepared to listen and comfort.
- Do not show revulsion or distress, however distasteful the events are.
- Stay calm and controlled.
- **Do not make false promises, i.e. that you will keep the abuse a secret or that the police will not be involved. Do not promise confidentiality.**
- Let the child know at once that it was not his/her fault and keep restating this.

- Be aware of your own feelings about abuse and find someone you can share those feelings with once the procedures have been completed.
- Reassure the child that they were right to tell, even though the abuse may have happened a long time ago.
- Reassure the child that you still care for them and that what they have said does not make you care for them less.
- As soon as possible write a first hand account of what was said and done.
- Make them aware that their disclosure will be reported only to those who need to know and can help.
- **Do not question a child; try to limit your involvement to listening. It is important to remember that it is not your responsibility to investigate suspected cases of abuse nor to have absolute certainty before raising a concern.**
- **Report any concerns to the designated safeguarding lead.**

### Impact of Abuse

All children are entitled to grow and develop without fear and intimidation of abuse or neglect. As professionals working with children we have a legal duty to ensure their wellbeing and safety. A child's exposure to abuse will have a damaging effect on a child's health, educational attainment and emotional wellbeing.

If you feel unable to raise your concerns within the school you should contact West Berkshire Children Services Contact Advice Assessment Service (CAAS) on: 01635 503090