



## Visitor Safeguarding Procedures

Dunkirk Primary School is committed to safeguarding and promoting the welfare of our children and requires all staff, volunteers and students to share this commitment.

### All visitors must sign in and out at the main reception at each campus via Inventory

- Visitors will be issued with an appropriate pass which must be worn whilst on the school site
- Supervised visitors will be asked to remain with the designated member of staff whilst on site at all times and unsupervised visitors will be asked to show photographic ID provided by your employer and a copy of your enhanced DBS certificate. (We will note down the DBS number and date issued in the Inventory system but will not take a copy of it)
- Visitors wishing to see a member of staff should contact the school to make an appointment. If you are seeking an urgent appointment, please report to the main reception and we will arrange for you to see an appropriate member of staff.

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

If you become concerned about, for example:- Something a child says - Marks on a child - Changes in a child's behaviour or demeanour, please report these concerns to one of **Designated Safeguarding Leads** listed. Heidi Hollis is the school lead DSL.

Highfields		Abbey
 Steve Parry Deputy Head Teacher	 Heidi Hollis Head Teacher	 Kristabel Beeley Deputy Head Teacher
 Dani Barrett Classroom Teacher	 Maria Artingstoll Chair of Governors	 Mark Whitehead Business Manager
 Alex Hall Classroom Teacher	 Pamela Mahjouri Attendance Officer	 Rachel Jurkiw Classroom Teacher
 Sarah Stray Teacher/Phase Leader		 Holly Elliott SENCO
 Barbara Burton Senior Midday Supervisor		 Shameem Malik Safeguarding Administrator

It is important to remember that child abuse can happen to any child regardless of gender, culture, religion, social background, and those with or without disability.

What do I do if a child makes a disclosure to me?

- Avoid being shocked or embarrassed.

- Listen to the child without interrupting them.
- Do not promise to keep a secret.
- Do not ask the child any leading questions.
- Reassure them that 'it is not their fault and they have done the right thing to tell you'.
- Immediately following the disclosure, report your concerns to one of the Designated Safeguarding Leads. You will be asked to write down what the child said using the child's own words and phrases. You will also need to sign and date the document and this will be added to the child's safeguarding record on Myconcern (the school safeguarding e-system)
- Following reporting your concerns, it is important to remember that the disclosure and the child's identity should remain confidential.

### **E Safety Mobile Phones**

To protect our children, we respectfully ask that you do not have your phone out or use it during your time in the school building or on the premises near the children. If this is an issue please report this to the office staff on arrival

### **Photographs**

Under no circumstances should you take photographs of our children whilst at our school.

You may see staff with phones but these are not used for personal reasons when staff are with children. They are for emergency school contact only, as we are spread over multiple buildings and two campuses.

### **Staff Conduct**

If you are concerned about the conduct of a member of staff during your visit immediately inform the Head Teacher. In their absence please notify the Deputy Head Teacher.

### **Health and Safety Fire**

In the event of a fire alarm please use the nearest fire exit and make yourself known to a member of staff.

### **Accidents and Illness**

All accidents regardless of severity, need to be reported to a first aider. Staff will inform you of the first aider located closest to where you are based. All accidents will be logged in the accident book.

### **Visitor Toilets**

Should you wish to have a comfort break during your visit, a member of staff will be happy to direct to one of our facilities.

One of the DSL team will be available during your time in school, should you wish to report a concern or to discuss any of the information contained in this leaflet. You can also contact the DSL team via the following email address/ contact number.

Email: [admin@dunkirkprimary.com](mailto:admin@dunkirkprimary.com)

Telephone: 01159153273

A copy of the schools safeguarding policy can be found on the school website or please ask a member of the admin team for a copy via [admin@dunkirk.nottingham.sch.uk](mailto:admin@dunkirk.nottingham.sch.uk) or to print a paper pdf version.