



## VISITOR PROCEDURES:

- All visitors must sign in at reception
- All visitors will be issued with a visitor badge which must be displayed at all times whilst on site
- Visitors will be asked to remain under the supervision of a designated member of staff whilst on site
- Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, when possible, to avoid disappointment
- Visitors must not use a camera on site
- Visitors must sign out at reception and return their visitor pass before leaving the site

## SAFEGUARDING STATEMENT:

We are committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors to share this common commitment.

This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it please speak to any of the contacts named within.

Please keep the leaflet in a safe place so that you can read it again if you need to.

If you are concerned about the safety of any child in our school, you must report this to one of the designated safeguarding team.

If you are concerned about the conduct of a member of staff or volunteer in our school, you must contact the Designated Safeguarding Lead.



# SAFEGUARDING GUIDE FOR VISITORS

ON TRACK EDUCATION  
**SILVERSTONE**

## DESIGNATED SAFEGUARDING LEAD

Mandy Hayward-Flint  
01327 366926 / 07593 820482

## DEPUTY DSL

Stuart Garrett - 07967 322530  
Paula Wynn - 07938 601350  
Lizzie Dennis - 07935 713428  
Deborah Coleman - 07741 625746  
Jade Gibson - 07731 805745  
Donna Wood - 07707 857149

## IF A CHILD DISCLOSES THEY MIGHT BE SUBJECT TO ABUSE:

- **React calmly**
- **Listen carefully** to the child, particularly if what is said is spontaneous.
- **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 investigate yourself. Clarify and check your concern if you feel that you are not sure by using 'tell, explain, describe or outline'. As soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries. Only trained investigators should question a child.
- **Reassure** the child that they are doing the right thing.
- **Record** carefully what the child says in their own words including how and when the account was given. Date, time and sign the record and pass this on to the Designated Safeguarding Lead immediately or, in their absence, to one of the safeguarding team.



If you feel that a child may be at risk of harm but are not sure, then inform one of the safeguarding team immediately. They will offer advice and take appropriate action.

Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background, ability or disability.

A copy of the school's safeguarding policy is available from the office or the website.

## TYPES OF HARM:

We all have a responsibility to keep children and young people safe, both at home and in school. Harm is identified in four ways:

**Physical** - when a child is deliberately hurt or injured.

**Sexual** - when a child is influenced or forced to take part in a sexual activity. This can be a physical activity or non-physical, e.g. being made to look at an inappropriate image.

**Emotional** - when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence.

**Neglect** - when a child is not being taken care of by their parents/carers. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left at home alone.

## STAFF CONDUCT

If you are concerned about the conduct of a member of staff, following an observation or disclosure, the following actions must be taken:

- Immediately inform the Designated Safeguarding Lead.
- In their absence, immediately inform an appropriate member of the safeguarding team.

## KEEPING YOURSELF SAFE

- Be professional. Be mindful of how you interact with or speak to a child as the child may interpret it differently.
- Avoid physical contact with children, unless you are preventing them from immediately harming themselves or others.
- Avoid being on your own with a child; always ensure that a door is open and that you are visible and within earshot of others.
- It is best not to do anything for a child that he or she can do for himself or herself. Always tell someone if a child touches you or speaks to you inappropriately. Log the incident, time and date and pass this on to one of the safeguarding team.
- If you have concerns about the conduct of staff, it is your responsibility to pass this information on.

***Remember... if in doubt... ask.***



## VISITOR PROCEDURES:

- All visitors must sign in at reception
- All visitors will be issued with a visitor badge which must be displayed at all times whilst on site
- Visitors will be asked to remain under the supervision of a designated member of staff whilst on site
- Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, when possible, to avoid disappointment
- Visitors must not use a camera on site
- Visitors must sign out at reception and return their visitor pass before leaving the site

## SAFEGUARDING STATEMENT:

We are committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors to share this common commitment.

This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it please speak to any of the contacts named within.

Please keep the leaflet in a safe place so that you can read it again if you need to.

If you are concerned about the safety of any child in our school, you must report this to one of the designated safeguarding team.

If you are concerned about the conduct of a member of staff or volunteer in our school, you must contact the Designated Safeguarding Lead.



# SAFEGUARDING GUIDE FOR VISITORS

ON TRACK EDUCATION  
**SILVERSTONE**

## DESIGNATED SAFEGUARDING LEAD

Mandy Hayward-Flint  
01327 366926 / 07593 820482

## DEPUTY DSL

Stuart Garrett – 07967 322530  
Paula Wynn – 07938 601350  
Lizzie Dennis – 07935 713428  
Deborah Coleman – 07741 625746  
Jade Gibson – 07731 805745  
Donna Wood – 07707 857149

## IF A CHILD DISCLOSES THEY MIGHT BE SUBJECT TO ABUSE:

- **React calmly**
- **Listen carefully** to the child, particularly if what is said is spontaneous.
- **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 investigate yourself. Clarify and check your concern if you feel that you are not sure by using 'tell, explain, describe or outline'. As soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries. Only trained investigators should question a child.
- **Reassure** the child that they are doing the right thing.
- **Record** carefully what the child says in their own words including how and when the account was given. Date, time and sign the record and pass this on to the Designated Safeguarding Lead immediately or, in their absence, to one of the safeguarding team.



If you feel that a child may be at risk of harm but are not sure, then inform one of the safeguarding team immediately. They will offer advice and take appropriate action.

Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background, ability or disability.

A copy of the school's safeguarding policy is available from the office or the website.

## TYPES OF HARM:

We all have a responsibility to keep children and young people safe, both at home and in school. Harm is identified in four ways:

**Physical** - when a child is deliberately hurt or injured.

**Sexual** - when a child is influenced or forced to take part in a sexual activity. This can be a physical activity or non-physical, e.g. being made to look at an inappropriate image.

**Emotional** - when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence.

**Neglect** - when a child is not being taken care of by their parents/carers. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left at home alone.

## STAFF CONDUCT

If you are concerned about the conduct of a member of staff, following an observation or disclosure, the following actions must be taken:

- Immediately inform the Designated Safeguarding Lead.
- In their absence, immediately inform an appropriate member of the safeguarding team.

## KEEPING YOURSELF SAFE

- Be professional. Be mindful of how you interact with or speak to a child as the child may interpret it differently.
- Avoid physical contact with children, unless you are preventing them from immediately harming themselves or others.
- Avoid being on your own with a child; always ensure that a door is open and that you are visible and within earshot of others.
- It is best not to do anything for a child that he or she can do for himself or herself. Always tell someone if a child touches you or speaks to you inappropriately. Log the incident, time and date and pass this on to one of the safeguarding team.
- If you have concerns about the conduct of staff, it is your responsibility to pass this information on.

***Remember... if in doubt... ask.***