

## STAFF CONDUCT

In exceptional circumstances, you may have concerns about the conduct of a staff member. If so, it is very important that you share your concerns with the DSL or DDSLs immediately.

## KEEPING YOURSELF SAFE

**Maintain appropriate behaviour.** Ensure all interactions with children are positive, transparent, and professional.

**Avoid physical contact** with children - unless you are preventing them from immediately harming themselves or others.

**Avoid being alone** with a child; if this is unavoidable, keep doors open, stay visible to others, and ensure another adult is informed.

**Do not use mobile devices** on school premises.

**Do not take photographs** on any device of pupils, pupils' work, events, or any part of a school's premises.

**Protect your personal details and social networks.** Never share or exchange contact information or social profiles with children. Do not respond to any attempted contact and report to the school immediately.

## SAFEGUARDING TEAM



Mrs Victoria O'Brien  
*Headteacher*

**Designated  
Safeguarding Lead**



Mrs Ellie Burfoot  
*Deputy Headteacher*

**Deputy Designated  
Safeguarding Lead**



Miss Nicola Waylen  
*SENCo*

**Deputy Designated  
Safeguarding Lead**

Please call **01249 750454** or email  
**admin@ksm.wilts.sch.uk**  
to contact the Safeguarding Team.



Kington St Michael  
CE PRIMARY SCHOOL

## SAFEGUARDING INFORMATION FOR SCHOOL VISITORS

At Kington St Michael CE Primary School the health, safety and wellbeing of every child is our top priority. We expect all staff, governors, volunteers and visitors to share this commitment to safeguarding our pupils.

We adhere to *Keeping Children Safe in Education* statutory guidance and our school policies and procedures. This leaflet contains our expectations of you in line with these, while visiting our school. Please read it carefully, and if anything is unclear, speak to the Office Team, or Safeguarding Team.

## CONFIDENTIALITY

All visitors must keep information regarding the school and its pupils, parents and staff, confidential. Do not share information in any way – including on social media.

## ARRIVAL AND DEPARTURE

All visitors must sign in and out at the School Office.

All visitors and volunteers will be issued with a lanyard, which they must wear at all times.

A RED lanyard is issued to visitors that do not have the relevant school safeguarding checks and MUST be escorted by a member of staff at all times.

A GREEN lanyard is issued to visitors that have all the appropriate safeguarding checks, signed off by a member of staff.

**Mobile devices must not be used on school premises under any circumstances.**

## HEALTH AND SAFETY

If the **fire alarm** sounds (a continuous high pitched alarm), leave the building by the nearest fire exit and make your way to the Assembly Area on the rear field. Please wait there until you are given instructions by the Fire Marshal. If you discover a fire, please activate the alarm and inform a member of staff.

If you need **first aid** assistance, please inform a member of staff, who are all first-aid trained. Visitors should not treat students. In an emergency, notify staff immediately.

## SAFEGUARDING

As an adult working with young children, or as a visitor to the school, you have a duty of care to act immediately should you have a concern about a child's welfare.

The 4Rs of safeguarding and child protection can help you understand your safeguarding responsibilities and keep children safe:

-  **RECOGNISE** the signs of abuse
-  **RESPOND** immediately and appropriately
-  **RECORD** information accurately and factually
-  **REPORT** concerns immediately to the Safeguarding Team

There are 4 types of abuse to **RECOGNISE**:

### Physical

When a child is deliberately hurt or injured.

### Sexual

When a child is influenced or forced to take part in any sexual activity, including exposure to pornography.

### Emotional


When a child is made to feel frightened, worthless or unloved, either directly - shouting, threats, humiliation - or through exposure to violence in the home.

### Neglect

When a child is not being cared for at home with adequate food, shelter, hygiene, medical care and protection from harm.

## IF A CHILD DISCLOSES A CONCERN TO YOU

-  **RESPOND** calmly.
-  **Listen** carefully.
-  **Do not interrupt or ask questions.**
-  **Reassure** the child that they are doing the right thing.
-  Be **composed, attentive** and **non-judgemental**.
-  **Do not promise to keep** what is said a **secret**.
-  **Explain** that you must pass on the information **if you are concerned about their safety**.

-  As soon as possible after the incident, **RECORD** carefully **how** and **when** the account was given and **what** the child said **in their own words**. **Immediately REPORT** to the **Designated Safeguarding Lead** or **Deputy Safeguarding Lead**. Their details can be found on the back of this leaflet.