

own words, including how and when the account was given.

### Refer\*

Ensure you pass on your recorded concerns immediately to one of the school's Designated Safeguarding Leader. Hand the form **in person** to a DSL, do not leave it on their desk.

\* Where you are made aware that a confirmed case of FGM has taken place, this must be reported directly to the police by the individual to whom the disclosure has been made.

### REMEMBER ...

If in doubt, **Respond, Record, Refer**

### Our Designated Safeguarding Leads

All visitors must recognise that the safety and well-being of children is our paramount concern.

Any safeguarding or child protection concerns must be reported to one of the Designated Safeguarding Leads below:



**Elsbeth Geden**  
Headteacher



**Simon Kinsella**  
Assistant  
Headteacher



**Debbie Robinson**  
Learning Mentor

**Designated Safeguarding/CP Governor:**  
Irene Morley (Chair of Governors)

### What should I do if I don't feel my concerns have been listened to?

You can contact the **Children's Services** advice line yourself:

**0208 921 3172**

Or raise your concerns with the NSPCC:

**0808 800 5000**

If you believe a child is in immediate danger, you should contact the police on **999**

If you believe that your concerns about Safeguarding and conduct in school have not been listened to, you should follow the procedures outlined in the school's **Whistleblowing Policy** or contact the **LADO** (Local Authority Designated Officer) on the number below:

phone: 020 8921 4438

Email:

**[www.greenwichsafeguardingchildren.org.uk](http://www.greenwichsafeguardingchildren.org.uk)**

## Montbelle Primary School



### School Visitor Safeguarding Guide

**2020 - 2021**

#### Safeguarding Statement

*Montbelle Primary School is committed to safeguarding and promoting the welfare of children; we require all staff, volunteers and visitors to share this commitment.*

*This leaflet states our expectations of you whilst visiting the school. If you are unclear about anything, please speak to any of the contacts named within. Keep the leaflet in a safe place so that you can refer to it again if you need to.*

#### Introduction

If you are concerned about the safety of any child in our school, you must report this to a Designated Safeguarding Lead: Mrs. Geden, Ms Robinson or Mr Kinsella.

If you are concerned about the conduct of any adult in our school, you must report this to the

Headteacher. If your concerns involve the Headteacher, you should report these concerns to the Deputy Headteacher or the Chair of Governors.

Visitor procedures.

**On hearing the fire alarm, stop work immediately and make your way to the nearest Fire Exit.**

- All visitors, volunteers or supply staff must sign in on their arrival at the main office reception. **Contact details must be provided for NHS Track and Trace purposes.**
- All visitors, volunteers or supply staff will be issued with a pass; this must be worn at **all** times whilst on the site.
- Visitors **must** sign out at the main Reception and return their pass before leaving the site.

General good practice for keeping safe

Keeping ourselves safe:

- Wear your visitor pass at all times,
- Do not be in an unsupervised one to one situation with a pupil,
- Do not use smart phones or cameras in school
- Be aware of school procedures including fire exits and school evacuation,
- Do not post anything about the school on social media or use it to contact children or parents.

Covid-19 specific measures. Visitors agree, by entering the building, to:

- Adhere to current Covid-19 guidance and the school risk assessment.
- NOT enter the school if you have recently returned from any country where a period of quarantine is required.
- NOT enter the school if you have any symptoms of Covid-19.
- Sanitise hands on entry and regularly wash hands during your time on the school site.
- Ensure social distancing of at least 2 metres from school staff and children unless your visit requires close proximity, e.g. physiotherapy outreach: in this case, it is expected that PPE will be worn.
- Conduct meetings in a well-ventilated space made available by school.

### **Our responsibility**

Everybody has a duty to keep all children under the age of 18 safe from harm. This harm is identified in the following ways:

**Physical** – When a child is deliberately hurt or injured;

**Sexual** – When a child is forced or influenced to take part in a sexual activity, which can include being made to look at inappropriate images.

**Emotional** – When a child is made to feel frightened, worthless or unloved. It can also be when children see violence in the home.

**Neglect** – When a child is not taken care of by their parents/carers. This can include poor hygiene and diet, lack of medical care or being left alone.

**Radicalisation** – Holding extreme political or religious views.

Peer-on-Peer Abuse – when a child is abused by another child

**FGM** – Female Genital Mutilation.

**Attendance** – Children's absence is followed up immediately. For vulnerable children, a phone call is made to Social Care on the first day of unexplained absence.

Children who are absent for more than ten school days (without medical evidence or explanation) are reported immediately as 'missing in education'.

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

If you are concerned about:

- Something a child says,
- Marks or bruising on a child
- Changes in a child's behaviour
- Something another child says about a peer being at risk.

You **MUST**:

### **Respond**

- React calmly
- Listen carefully to the child says,
- Do not promise confidentiality,
- Do **not** ask further questions,
- **Reassure** the child that they have done the right thing.

### **Record**

Immediately after you have responded to the concern in an appropriate way, use a **RED** concern form, which are found in the SENDCo office, staffroom or the main school office, to record EXACTLY what the child says in their