

## Types of Harm

We all have a responsibility to keep children (under the age of 18) safe, both at home and in school. Harm is identified in four main 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 also be an activity such as being made to look at inappropriate images.

**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/ guardians. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school and being left home alone.

## Additional types of harm

You may feel a child is at risk of harm due to the following:

**Peer on Peer Abuse** - when a child is been subjected to unkind verbal or physical abuse from another child

**Mental Health** - although you may not be trained to identify and name specific possible mental health issues, you can still share any concerns you have about the emotional wellbeing of a child.

## School Contact Details

Phone: 01327 855100  
Email: [office@silverstoneprimary.org.uk](mailto:office@silverstoneprimary.org.uk)  
Website: [www.silverstoneprimary.org.uk](http://www.silverstoneprimary.org.uk)



# Visitor and Volunteer Safeguarding Guide

We are committed to safeguarding and promoting the welfare of children. As such 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.
- ✓ Safeguarding and Emergency Procedures.

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

Designated  
Safeguard Lead



James Bloomfield  
Headteacher

Deputy Designated  
Safeguard Lead



Andrea Capstick  
Assistant Headteacher

## 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. If this is an issue, please contact a member of staff on arrival.

## Photographs

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

### Toilets

Adult visitors must only use the staff toilets located in the admin area of the school. We will be happy to direct you to our facilities if required.

### Fire Alarm

In the event of a fire alarm, leave via the nearest fire exit and meet on the KS1 playground opposite the playground cover.

### Accidents and Illness

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

### Visitor Code of Conduct

- Always ensure your visitor lanyard is visible
- Treat everyone with respect
- Treat all conversation with staff as confidential
- Provide an example you would wish others to follow
- Do not jump to conclusions without checking
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others
- Do not make suggestive remarks, gestures, or tell sexist, racist or homophobic jokes
- It is best not to do anything for a child that he or she can do for him/herself
- Always tell someone if a child touches you or speaks to you inappropriately

### Staff Conduct

If you are concerned about the conduct of a member of staff, following an observation or disclosure, you must report this to the Headteacher immediately.

### Pupil Behaviour

During your visit you might observe a pupil struggling to manage their behaviour. We would like to reassure you that staff have been trained to manage these situations keeping the child, themselves and others safe.

You can help by moving away and by distracting the other pupils. Please be aware that a member of staff may ask you to leave the room until the situation has calmed.

### If you have a safeguarding or wellbeing concern about a child

Always share concerns with school staff, no matter how small they may appear, and don't keep them to yourself. Either speak to the class teacher or designated safeguard lead

You could be concerned about:

- Something a child says
- Marks on a child
- Changes in a child behaviour

### What if a child discloses they are being harmed?

Whilst this can be an alarming situation it is important that you know what to do in such an eventuality and for you to stay calm and controlled.

- React calmly
- Listen carefully to the child, particularly what is said spontaneously
- Do not promise confidentiality. Reassure the child that you will tell the teacher or Headteacher who will be able to help them
- Do not interrogate or ask leading questions. Clarify and check your concern if needed, by using, for example, "tell (T), explain (E), describe (D)" but 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 they are doing the right thing
- Ask a member of staff for a safeguarding form and immediately pass onto the designated safeguard lead