



ST OSWALD'S CATHOLIC PRIMARY SCHOOL

Safeguarding advice for visitors



Welcome to St Oswald's. Please read this guidance to help keep children safe during your visit. Share any concern immediately, even if you are unsure.

Our commitment

Our school is committed to safeguarding children and promoting their welfare. We expect staff, governors, volunteers and visitors to share this commitment, work safely, remain vigilant and challenge inappropriate behaviour.

During your visit

- Sign in and out of Inventory. By doing so, you agree to follow this leaflet.
- Wear the visitor badge provided by reception. Adults without a badge will be accompanied to reception to confirm they have signed in.
- Stay accompanied by a member of staff unless the school has expressly authorised unsupervised contact following the required checks.

Unsupervised contact

Where your role involves authorised unsupervised contact, provide your employer's photographic ID and written confirmation of the required Enhanced DBS check, including a Children's Barred List check where appropriate to the role. The school may ask to see your certificate; it will not copy it, but will record the level of check undertaken.

Read and understand the school's Code of Conduct for Adults and Part 1 of Keeping Children Safe in Education. Our Child Protection Policy is available on the school website.

If you have a concern

If you have ANY concern about a child's welfare or wellbeing, or an adult's behaviour towards a child, share it without delay.

- Speak to the Designated Safeguarding Lead, Headteacher or safeguarding team. Share concerns even if you are unsure.
- Anyone can make a referral directly to Children's Services when needed. Do not wait if a child is at risk.
- For concerns about an adult, follow the school's allegations procedures, available from the office. The LADO can be contacted through Children's Services.
- If your concern is about the Headteacher, contact the Chair of Governors. Ask the office how to contact them.

If a child tells you something

- Listen calmly without interrupting. Avoid showing shock or embarrassment.
- Do not investigate or ask leading questions.
- Do not promise secrecy. Explain that you must tell someone who can help.
- Reassure the child: "It is not your fault. You have done the right thing by telling me."
- Report immediately to the DSL, a Deputy DSL or another senior member of staff.
- Write down what the child said using their own words and phrases. Record the date and time, sign and date your account, and give it to the DSL.
- Keep the disclosure and the child's identity confidential. Share only with those who need to know to safeguard the child.
- Consider how to manage your own feelings. Seek appropriate support without sharing confidential information unnecessarily.

The school can provide national guidance on safer working practices for adults working with children, including online safety.



Remember

- Be a positive role model to children.
- Dress appropriately. Avoid clothing that could be viewed as offensive or revealing.
- Treat everyone in the school community with respect and tolerance.
- Work with children where a member of staff can see you.
- Respect each child's privacy and dignity.
- Be able to justify any physical contact with a child.
- Report any situation that could lead to a complaint or misunderstanding about your actions.

Key staff and governors

Headteacher

Donna Hay

Designated Safeguarding Lead

Sarah Watson

Deputy Designated Safeguarding Leads

Julie Finch and Sharon Mahon

Chair of Governors

Tony Heggarty

Safeguarding Governor

Debbie Hyland

How to find help

Ask reception to contact the Designated Safeguarding Lead or a Deputy DSL immediately. Do not leave school without passing on your safeguarding concern.



Never

- Photograph a child without the school's permission.
- Use your personal mobile phone in areas used by children.
- Ignore inappropriate behaviour towards children by another child or an adult.
- Share personal details with a child.
- Meet or contact children outside school, including by text, email or social media, or give a child a lift home.
- Discuss the school, children or adults working here on social media.
- Make inappropriate comments, including racist, homophobic, sexist or sexualised comments.
- Give gifts unless permitted by the school's agreed rewards policy or agreed with your line manager. Do not show preferential treatment.

Emergency help

There must be no delay in calling 999 for the fire service, police or an ambulance when emergency help is needed. Alert a member of staff as soon as possible.

In the event of fire

Leave by the nearest safe exit and follow staff instructions. Muster points are on the field or the Year 2 playground. Do not re-enter the building until told it is safe.

First aid

If a child or member of staff needs first aid, ask at the office for a first aider. For an emergency requiring immediate help, call 999.

