



Welcome to Gorsemoor
Primary School
Safeguarding and Child
Protection Information

Welcome

We hope that your visit is a comfortable and enjoyable experience. We recognise and promote our responsibilities for safeguarding and health and safety.

We hope this leaflet will provide you with some useful advice when visiting our school and helps you to understand what is expected of you.

All staff have child protection training but as a visitor to the school, you also have a duty to safeguard children and adults around you. If you have any concerns, please seek a member of the safeguarding team as soon as possible.

Visitor Arrival

On arrival, please ensure that you sign in at reception and collect a visitors' badge. It is imperative that you wear the badge at all times during your visit and that it is visible. Please also ensure that you sign out when exiting the school site and the visitors badge back to reception.

In accordance with current safeguarding guidelines, visitors who are not enhanced DBS checked will be escorted at all times. We appreciate your understanding of this protocol.

However if you are a visitor who regularly visits several different schools as part of your duties, you or your manager should have supplied a member of school staff with written confirmation that a satisfactory enhanced DBS check has been carried out.

Our safeguarding and Child Protection Policy prevents the use of mobile phones in areas of the school where children may be present. If you need to make/receive messages or telephone calls please do so from the staff room or outside the building.



DSL
Inclusion Lead
Hayley Porter



DDSL
Co-Headteacher
Emilie Lees



DDSL
Co-Headteacher
Emilie Lees



DDSL
Family & Multi
Agency Liaison Officer
Clare Walton

Dealing with a Disclosure

If a child discloses that he or she has been abused in some way, you should follow this guidance.

- Listen to what is being said without displaying shock or disbelief.
- Only ask questions when necessary to clarify.
- Accept what is being said.
- Allow the child to talk freely – do not put words in the child's mouth.
- Reassure the child that what has happened is not his or her fault.
- Do not make promises that you may not be able to keep
- Do not promise confidentiality – it may be necessary to refer the child to Children's Social Care.
- Stress that it was the right thing to tell.
- Do not criticise the alleged perpetrator.
- Explain what has to be done next and who has to be told.
- Inform the DSL without delay. PTO
- Complete a safeguarding concern form and pass it to the DSL.
- Dealing with a disclosure from a child and safeguarding issues can be stressful. Consider seeking support for yourself and discuss this with the DSL.

Incidents and Accidents

In the event of an incident or accident contact Paula Bishop /Main reception Office area though the internal phone system or contact the emergency services directly on 999 or 112 in the event of a serious incident. If injured obtain the assistance of a First Aider, via the main reception.

You must also report to Paula Bishop/main reception any incidents, accidents or near misses which occur on the school site whether or not any school employees/children were involved.

Other General Information

- Smoke Free Vape Free policy – our school operates a no-smoking no vaping policy throughout the entire site.
- Visitor toilets – Are located in the disabled toilets of the Reception/KS1 corridor, please ask the staff at reception for directions.
- Access to the internet – all users of our school's systems And wi-fi must comply with the acceptable use policy.
- Please ask the staff at reception for details.

The Designated Safeguarding Lead (DSL) is
Hayley Porter

The Deputy DSLs are;

Emilie Lees, Nicki Costello and Clare Walton.

The DSL is located in one of the offices at the front of school and Family and Multi Agency Liaison Officer (DDSL) is located in the professional room opposite the year 2 classrooms.

The Co-Headteacher's (DDSL) are located next to the main office near the main entrance.

Fire Evacuation Procedure

If the fire alarm sounds, leave the building via the nearest exit, following prominent signage displayed around school and proceed to the designated assembly point. One is located at the front of school in the carpark and one is located in the main playground at the rear of the building.

DO NOT re-enter the building until you are told it is safe to do so.

If you have any queries, please ask the office staff.

Safeguarding

At our school we consider the safeguarding of our children to be of paramount importance. Therefore everyone on our site must be responsible for safeguarding and protecting children, and aware of our procedures.

If you have a safeguarding or child protection concern about a child, discuss your concerns with the DSL Hayley Porter or in their absence, with the deputy DSL Emilie Lees, Nicky Costello and Clare Walton as soon as possible, before the child leaves for the day. It is important that the child is not sent home at the end of the day without taking the right protective action.

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Appropriate Behaviour

As a visitor please remember we expect you to:

- behave appropriately and use suitable language
- avoid physical contact with a child
- never exchange personal contact details with a child
or arrange to meet them outside of the school environment
- Do not use a personal camera, including mobile phone cameras, to take photographs without prior permission being given

