

**Designated Safeguarding
Lead**

Headteacher

Mrs Jacqui Kearney

Deputy Safeguarding Leads

Deputy Headteacher

Mr Domhnall O'Brien

Family Support Worker

Mrs Kamaljeet Gill



It is everyone's responsibility to ensure that our children stay safe. Each person who works in school, or visits, shares that responsibility.

This leaflet has been given to you to make sure you understand what is expected of you as a visitor. Please do not hesitate to talk to any member of staff if you are unclear about anything you read.

If you have any concerns about the safety of any young person in our school, you must report this to the Designated Safeguarding Lead.

Mrs Jacqui Kearney

Headteacher

**Larchfield Primary &
Nursery School**

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Headteacher:

Mrs J Kearney

Deputy Head Teacher:

Mr D O'Brien

**Safeguarding advice
for visitors**



On arrival in school you will be asked to sign in and present photo ID. You will also be asked to wear a visitor's badge whilst in school.

Please do not be offended, this is in the interest of protecting our children.

In case of a fire

In the unlikely event of the fire alarm sounding, please evacuate the school and proceed to the assembly point at the rear of the school playing field or front playground. Please exit by the nearest door as directed by a member of staff



What should I do I am worried about a child?

If, whilst working with a child, you become concerned for any reason e.g.:

- Comment made by a child
- Marks or bruises
- Changes in behaviour and demeanour
- Record details as soon as possible, recording exact word and phrases used by the child.

Please report your concerns to the Safeguarding lead (JK) or one of the deputy designated leads AC or KG.

The office staff will help you find them.

What should I do if a child disclose she/she is being harmed?

- Record details as soon as possible, recording exact words and phrases used by the child. Safeguarding/Concerns forms for this purpose are in the staffroom.
- Please sign and date all forms.
- This form must then be given to the safeguarding lead who will discuss the disclosure with you and deal with it in an appropriate way

What should I do if the allegation is against a member of staff?

You should report the allegation to the Headteacher.

What should I do if the allegation is about the Headteacher?

Alert the Deputy Safeguarding Lead who will signpost you to the Chair of Governors.

How do I ensure my behaviour is always appropriate?

Mobile phones/cameras are not permitted to be used at anytime whilst in the school vicinity.

Please do not photograph children, exchange emails or text messages or give out your personal details.

Appropriate relationships with children are based on mutual trust and respect.