



Visitor Checklist

- ✓ Visitors must sign in at the Main Office.
- ✓ Have you shown your valid ID and Disclosure Barring Service (DBS) Certificate?
- ✓ Visitors will be given a Visitor ID Badge, which must be worn at all times whilst on the site
 - **Green for school staff, governors, work experience and supply that have been checked through the DBS route;**
 - **Blue for other adults/visitors to school that are not regular visitors but are good to go, and**
 - **Red for any visitors that have not had clearance to be left alone.**
- ✓ Have you switched off all electronic devices with camera/recording functions, i.e. smartphones?
- ✓ Do the staff at the school know the purpose of your visit?
- ✓ Do you share our commitment to safeguarding the welfare of all our children?
- ✓ Visitors should remain under the supervision of a designated member of staff whilst on site
- ✓ All visitors must sign out at the main office and return their visitor pass before leaving the site.
- ✓ Everybody has a responsibility to keep all children under the age of 18 safe—this applies to both the home and school environment.

Our Safeguarding Team



Designated Safeguarding Lead in School (DSL)
Looked After Child (LAC) Representative
Mrs Kath Osborne (Headteacher)

Deputy Designated Safeguarding Leads



Mrs Emma Morris
Deputy Headteacher



Mrs Samantha Jones
Senior Teacher/
SENCO



Miss Abigail Scott
Inclusion Leader



Mrs Susan Newbrook
Inclusion Leader



Safeguarding & Prevent Governor
Mrs Samantha Barrett (Governor)



Online Safety Lead
Mrs Karen Gibbons (Teacher)

Local Authority Designated Officer (LADO)
Glen Ashbrook (01952 385385)

Family Connect
Tel: 01952 385385 (Mon-Fri) (9am—5pm)
Tel: 01952 676500 (Out of Hours Emergency duty team)
(Mon-Sun after 5pm)
www.familyconnecttelford.co.uk

If you have a concern about a staff member or volunteer in our school, you must report this directly to the Headteacher, Mrs Osborne.

If you have a concern about the Headteacher, you must report this to the Chair of Governors.

Hollinswood Primary School & Nursery
Dale Acre Way, Hollinswood. Telford
Shropshire. TF3 2EP
Tel - 01952 386920/386930



Visitor Safeguarding Information

Hollinswood Primary School & Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This leaflet contains information about our expectations of you whilst visiting the school.

If you are unclear about anything in this leaflet please speak to any of the contacts named within. Please keep the leaflet in a safe place so that you can refer to it if needed.

**If you see something
Say something!**

Respectful, Resourceful, Resilient, Responsible.



To ensure the welfare and safety of all of our children, we ask that you read and follow the rules defined below:

- ☑ Please ensure you are never alone with a child in a closed space.
- ☑ Please do not use your mobile phone in the presence of children.
- ☑ Please ensure that you do not take any photographs or video footage of the children without prior school/parental consent.
- ☑ Please avoid physical contact with the children e.g. hand holding, hugging, sitting children on your knee etc.
- ☑ Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident time and date and pass it on to the Headteacher.
- ☑ Be professional. Be careful how you interact with a child, the child may interpret it differently.
- ☑ Please do not make comments about children, staff or the school which may cause offence.
- ☑ Please do not take any confidential information off site without prior consent from the parents or Headteacher.
- ☑ Please do not engage in any dialogue which may reflect or promote extremist views.
- ☑ Please refer to our Child Protection and Safeguarding Policy which is published on the school website. A copy is also available to view in the school office.
- ☑ If you are concerned about the safety or welfare of any child in our school, you must report this to one of the Designated Safeguarding Leads identified in this leaflet.

Safeguarding is a priority here

What to do when a child discloses abuse.

- ☑ Stay calm and reassuring.
- ☑ Explain that you cannot promise to keep what the child tells you a secret - you may have to contact a social worker or the police.
- ☑ Don't make any other promises to the child - the situation may cause you to react emotionally.
- ☑ Listen and reassure.
- ☑ Do not press for details - this is likely to need further and possibly extensive investigation. It is better for the child if s/he does not have to repeat the details unnecessarily. This could also compromise a potential criminal investigation.
- ☑ Tell the child that s/he was right to tell - that s/he is not to blame for the incident.
- ☑ Let the child know that you understand how difficult it is to talk about such experiences.
- ☑ Thank the child.
- ☑ As soon as possible afterwards, record your conversation with the child on one of our Yellow Concerns Forms. Remember the child's exact words.
- ☑ Record your own statements to the child. Refer to the school's Designated Safeguarding Lead.

Other Safeguarding Issues

- ☑ **Child on Child Abuse**
- ☑ **Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)**
- ☑ **Extremism**
- ☑ **Radicalisation**
- ☑ **Sexual Violence and Sexual Harassment**
- ☑ **Domestic Abuse**
- ☑ **Mental Health**

Please ask at the office if you require anymore information about these issues.

Types of Harm

Abuse—A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include the ill treatment that is not physical as well as the impact of witnessing ill treatment of others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult(s) or by another child(ren)

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. These activities may be physical or non-contact.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.