

By Brook Valley CE Primary School



SAFEGUARDING INFORMATION FOR VISITORS

By Brook Valley is committed to safeguarding and promoting the welfare of children.

We expect all staff, volunteers, visitors and governors to share this commitment

OUR RESPONSIBILITIES

- Provide a safe and positive environment for children
- Ensure children feel safe
- Ensure a consistent and efficient system of recording safeguarding concerns and monitoring those children thought or known to be at risk of harm
- Ensure all staff and adults working with children are fully aware of how to identify safeguarding concerns and how to act upon their concerns/disclosures
- Maintain effective working relationships with the Wiltshire Safeguarding Children's Board (WSCB), social care, Police and external agencies

VISITOR RESPONSIBILITIES

- Always sign in on arrival and out on departure
- Leave your mobile phone in reception
- Always wear your ID badge
- Behave in a safe and respectful manner at all times
- Do not take any photographs without prior permission
- Never work with or take a child into a private or secluded space
- Report any and all concerns or worries about a child to the Designated Safeguarding Lead or one of the Deputy Safeguarding Leads
- If the fire alarm goes off, evacuate through the nearest door and go to the fire assembly point, Fire Actions are clearly displayed around the school. Take any children you are working with, with you.

Report any and all concerns or worries to one of us.



Graham Pike, Headteacher

Designated Safeguarding Lead



Deb Henshall, Deputy Head

Deputy Designated Safeguarding Lead



Ben Summer, SENco & Inclusion Manager

Deputy Designated Safeguarding Lead

Jaclyn Cross

Safeguarding & Child Protection Governor

Other Key Contacts:

NSPCC 0800 500 800

Childline 0800 1111

Police 999