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# CILFFRIW PRIMARY



## SAFEGUARDING INFORMATION FOR VISITORS



### **SAFEGUARDING IS ALL OF OUR RESPONSIBILITY**

Every child has the right to be safe from harm and danger. It is everyone's responsibility to ensure every child is free from fear and able to learn and develop in safe, secure environments.

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## SAFEGUARDING STATEMENT:

We are committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors to share this common commitment.

This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it please speak to any of the contacts named within. Please keep the leaflet in a safe place so that you can read it again if you need to.

If you are concerned about the safety of any child in our school, you must report this to one of the Designated Safeguarding Leaders (DSL) immediately.

If you are concerned about the conduct of a member of staff or volunteer in the school (Allegations against Staff / Whistleblowing Policy), you must contact the Headteacher (Mrs Kate Key). In the absence of the Headteacher the chair of Governors (Mr Craig Storey) must be contacted, his details are held in the main school office.

## VISITOR PROCEDURES:

- Visitors must **sign in** at the Main Office on the electronic device.
- Visitor badges must be worn at all times whilst on the school site.
- You may be asked to see sight of your DBS certificate.
- All visitors must **sign out** at the main office and return their visitor pass before leaving the site.
- In the event of a fire, the member of staff that is escorting you will take you to designated assembly area. There is also a map in the main foyer.
- Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, wherever possible.  
If you are seeking an urgent appointment please report to the main office and we will arrange for you to see a member of staff on duty.

### Photographs

- The use of personal phones by **anyone** is not permitted unless there is an emergency.

### Governors

- Governors are aware of their role in safeguarding children; review the Safeguarding Policy annually and ensure procedures are adhered to.

### Online Safety

- There is a separate policy for Online Safety (see school website).

Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background, ability of disability.

A copy of the schools Safeguarding Policy is located in the office and is on the school website.

We all have a responsibility to keep children safe, both at home and in school. Harm is identified as:

**Physical** - when a child is deliberately hurt or injured.

**Sexual** - when a child is influenced or forced to take part in a sexual activity. This can be a physical activity of no-physical, e.g. being made to look at an inappropriate image.

**Emotional** - when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence.

**Neglect** - when a child is not being taken care of by their parents/guardians. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school and being left home alone.

**Financial** - Someone taking or misusing someone else's money or belongings for their own gain. This includes harming, depriving or disadvantaging the victim, controlling someone's purchases or access to money.

Any concerns about a young person or an adult should be reported to the Designated Safeguarding Lead.

## IF A CHILD MAKES A DISCLOSURE:

- **React calmly**
- **Listen carefully** to the child, particularly what is said spontaneously.
- Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety.
- **Do not ask** leading questions or make judgements. Clarify and check your concern if you feel that you are not sure, by using, for example, "tell, explain, describe or outline" but as soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries.
- **Reassure** the child that they are doing the right thing.
- **Record** carefully what the child says in their own words including how and when the account was given. Date, time and complete a Concern Form which can be found in marked folders 'Safeguarding Information' around the school. This will be passed on to one of the Designated Safeguarding Leads.

If you feel that a child may be at risk of harm but are not sure, then inform one of the Safeguarding Leads immediately. They will offer advice and take appropriate action.

You are entitled to know the outcome of a referral. You may ask for an update from the Designated Safeguarding Lead (Mrs K Key, [keyk2@hwbcymru.net](mailto:keyk2@hwbcymru.net))

## STAFF CONDUCT:

If you are concerned about the conduct of a member of staff, following an observation or disclosure, the following actions must be taken:

- Immediately inform Headteacher.
- In their absence, immediately inform the chair of Governors (his details are available in the main school office, **Keeping Yourself Safe**
- If you have concerns about the conduct of staff, it is your responsibility to report. Remember...if in doubt...ask
- Be professional. Be careful how you interact with or speak to a child, the child may interpret it differently.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- Avoid being on your own with a child, always ensure that a door is open and that you are visible to others.
- It's best not to do anything for a child the he or she can do for himself or herself. Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident, time and date it and pass it on to one of the Safeguarding Team.

## DESIGNATED



**Mrs K KEY**  
([keyk11@hwbcymru.net](mailto:keyk11@hwbcymru.net))

## DEPUTY SAFEGUARDING LEADS



**Mrs N Lambert-Jones**



**Mrs B Goss**

## SAFEGUARDING GOVERNOR



**Mr S Thomas**  
Please contact the school  
office for contact details

**Lead Local Authority Safeguarding  
Officer- Mrs A Donovan**  
[a.donovan3@npt.gov.uk](mailto:a.donovan3@npt.gov.uk)

