

Safeguarding Statement

Billingshurst Primary School is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment.

Visitors Procedures

All visitors must sign in at Main Reception.

- ♦ All visitors will be issued with an appropriate pass which must be displayed at all times whilst on the site.
- ♦ Visitors will be asked to remain under the supervision of a designated member of staff whilst on site.
- ♦ All visitors must sign out at the Main Reception before leaving the site.

E-Safety

Mobile Phones: to protect our children we respectfully ask that you do not have your phone out or use it during your time in the school building. If this is an issue please contact a member of staff on arrival.

Photographs: under no circumstances should you take photographs of our children whilst at our school.

A copy of the school's safeguarding policy is located on the school website.

Governors

(Safeguarding Responsibility)
Mrs Abi Smith and Ms Kathryn Kulka

Safeguarding Staff

Designated Safeguarding Lead:



Ms Helen Williamson
Headteacher



Mr David Timmins
Deputy Headteacher



Mrs Katie Towner
Inclusion / SENCO
Leader



Ms Louise Barber
Assistant Headteacher



Mrs Lucy Jackson
Assistant Headteacher

School Visitor Safeguarding Leaflet



*Learning, growing
and achieving
excellence together.*

What to do if I am worried about a child?

If you become concerned about :

- ◆ Something a child says
- ◆ Marks or bruising on a child
- ◆ Changes in a child's behaviour or demeanour

Please report these concerns to the class teacher who, if they feel it is appropriate, will pass the information on to one of the schools Designated Safeguarding Leads.

Child abuse happens to all children regardless of gender, culture, social background and those with or without a disability.

What do I do if a child discloses they are being harmed?

Whilst this can be an alarming situation it is important that you know what to do in such an eventuality and for you to stay calm and controlled.

- ◆ Listen carefully to the child, particularly what is said spontaneously.
- ◆ Remember not to show shock or disbelief.
- ◆ Do not promise confidentiality. Reassure the child but do not make promises that might not be possible to keep.
- ◆ Reassure the child that you will tell the teacher or Headteacher who will be able to help them.
- ◆ Do not interrogate or ask leading questions.
- ◆ Reassure the child that it is not their fault; stress that it was right to tell.

- ◆ Record carefully what the child says in their words including how and when the account was given. Date, time and sign the record. Pass this on to one of the Designated Safeguarding Leads.
- ◆ Be aware of your feelings about abuse and find someone to share your feelings with once the procedures have been completed.

Visitor Code Conduct

- ◆ Treat everyone with respect.
- ◆ Provide an example you would wish others to follow.
- ◆ Remember someone else may misinterpret your actions no matter how well intended.
- ◆ Do not jump to conclusions without checking.
- ◆ Do not permit abusive activities such as bullying or ridiculing.
- ◆ Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- ◆ Do not make suggestive remarks, gestures, or tell sexist, racist or homophobic jokes.
- ◆ Its best not to do anything for a child that he or she can do for him or herself.
- ◆ Always tell someone if a child touches you or speaks to you inappropriately.

If you are concerned about the conduct of a member of staff during your visit the following actions must take place:

Immediately inform the Head Teacher, Ms Helen Williamson or a DSL (see overleaf).

In their absence, immediately inform the Deputy Head Teacher.

Safeguarding is EVERYONE's Responsibility

Do you have concerns about a child?

If you are in school contact:

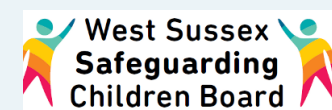
Ms Helen Williamson on 01403 782789

If you are not in school contact:

Multi Agency Safeguarding Hub on 01403 229900

The police —999 (emergency) or 101

Websites with further help and information:



www.westsussexscb.org.uk



www.bullying.co.uk



www.nspcc.org.uk



www.childline.org.uk