Safeguarding Statement

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

If you are unclear about anything in this leaflet, please speak to the named contacts.

If you are concerned about the safety of any child in our school, you must report this to one of the Designated Safeguarding Leads.

Designated Safeguarding Lead:
Mr Edward O'Hara, Headteacher

Assistant DSL:
Mrs Becky Cunningham, Assistant Headteacher

Named Governor for Safeguarding:
Mrs Helen Daniel

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 the Headteacher.
- In their absence, immediately inform the Assistant Headteacher.
- Inform the Safeguarding Governor if the concern is about the Headteacher.

Health and Safety

Please report any Health and Safety concerns to:
The Headteacher, Mr Edward O'Hara or
The School Business Manager, Mr Matt Barton.

Fire/Emergency Procedures

Any person discovering a fire must operate the nearest fire alarm immediately.

On hearing the fire signal (constant ringing of fire alarm bell):

- When in class the order to evacuate will be given by the teacher, who will indicate the route to be followed.
- When not in class, evacuate by the most direct route. All fire exits are clearly signalled.
- The Fire Assembly Point is on the KS2 Playground.
- If you are responsible for a child, lead them quickly to the playground and to their class teacher.
- If you are unsure of the whereabouts of a child, please report to a member of staff.
- At all times act quietly and calmly.
- Do not stop to collect your personal belongings.

On hearing the lockdown signal (intermittent rings of fire alarm bell)

- Go into the nearest room, lock any external doors, close all internal doors, windows and blinds.
- Ensure any mobile phones are set to silent.
- Do not leave the room until told to do so by the Headteacher or Business Manager.

First Aid

If a child requires first aid assistance when in school, please contact one of the first aid team who are First Aid at Work certified.

Mrs Jackie Hatton
Mrs Carolyne Pierce-Jones
Mr Matt Barton

Sir Robert Geffery's School
A School for Enthusiasts

Where we 'live life in its fullness' (John 10.10)
Knowing that God is our Strength and with
His help we will be the best we can.

Safeguarding Guide

for
School Visitors and
Volunteers

Welcome to
Sir Robert Geffery's School

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

It gives information about our Safeguarding and Emergency Procedures.

Please keep the leaflet in a safe place so that you can read it again if you need to.

We hope you enjoy your time at our school

admin@sir-robert-gefferys.cornwall.sch.uk

01752 851362

www.sir-robert-gefferys.cornwall.sch.uk

Keeping ourselves safe

- All visitors must **sign in** at Reception on arrival
- Visitors will be issued with a badge that must be worn and visible at all times
- Visitors are asked to read this leaflet in full on arrival on their first visit
- Visitors should remain in Reception until under the supervision of a designated member of staff
- Smart glasses are not permitted on site. If you have a pair with you, hand in to the office, who will return them to you when you leave.
- Mobile phones are not to be used whilst on the school site
- Photographs are not to be taken unless by prior agreement
- **No smoking or vaping** anywhere on the school site
- Be a good role model to our pupils by being respectful, fair and considerate of others. Remember children may interpret your words/actions differently
- Report to staff any unacceptable behaviour
- When working with a pupil(s) ensure you are visible to others.
- All visitors must **sign out** at Reception.

Regular Volunteers

- Volunteers must **sign in** at Reception
- Volunteers must **sign out** at Reception

Our regular volunteers, staff and governors have a valid DBS check and wear an identity badge.

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

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

A copy of the school's Safeguarding policy is located in the staffroom and on the school website.

Types of harm

We all have a responsibility to keep children (under the age of 18) safe, both at home and in school. Harm is identified in four ways:

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 also be an activity such as being made to look at inappropriate images.

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.

REMEMBER...if in doubt...ask

Please do not leave our school without telling someone or doing something.

If a child discloses that they might be subject to abuse:

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 open questions, for example can you 'tell (**T**), explain (**E**), describe (**D**)'.
As soon as you believe that there might be a genuine issue, ask no further questions and explain that you will need to pass this on to Mr O'Hara or Mrs Cunningham.

Reassure the child that they are doing the right thing.

Record carefully (in writing as soon as possible) what the child says in their own words including how and when the account was given.

This must then be dated and signed and immediately passed to one of the Safeguarding Team.