

Denver VC Primary is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this 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 either of our Designated Safeguarding Leads, Mrs Louise Jones or Mrs Dawn Henden.

If you are concerned about the conduct of a member of staff or a volunteer in our school, you must contact the Headteacher, Mrs Louise Jones.

If your concerns are about the Head Teacher, please inform the Chair of Governors, Amanda Dawson, who can be contacted via the school office.

Our Safeguarding Team



Louise Jones
Headteacher



Dawn Henden
Class Teacher

Denver V C Primary School



Safeguarding Information For Visitors

Designated Safeguarding Leads:

Louise Jones - Headteacher
Dawn Henden - Class 4 Teacher

Safeguarding Governor:

Carole Reich

Visitor Procedures

- All visitors must sign in at the school office
- All visitors will be issued with an appropriate pass which must be displayed at all times
- Visitors will be asked to remain under the supervision of a designated member of staff whilst on site
- Visitors must not use a smart phone or camera on site
- Visitors must sign out at the office and return their visitor pass before leaving the site

Keeping Yourself Safe

- 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

What is Child Abuse?

Child Abuse is when a child is intentionally harmed by an adult or another child. The abuse can happen over a period of time but can also be a one-off action. It can be **physical**, **sexual** or **emotional** and it can happen in person or online. It can also be a lack of love, care and attention which is known as **neglect**.

What do I do if I am worried about a child?

There may be times when you have cause for concern. This could be marks or bruises, something a child says or the condition that they are in at school. e.g. hungry or lacking personal hygiene.

You may be approached by a child who wants to talk to you about something that has or is happening to them.

Children tend to choose someone they trust or know well.

In every case you should immediately discuss your concerns with one of our Designated Safeguard Leads.

Disclosure from a Child

If you are approached by a child wanting to talk, you should:

- Stay calm
- Listen carefully to the child
- Do not question the child
- Do not make judgements
- Do not show revulsion or distress
- Do not promise confidentiality
- Make sure they know you have to report concerns to people who can help
- Make sure that names and details are not revealed to anyone outside school.
- Reassure the child they have done the right thing to tell

Dealing with issues of child abuse can be distressing but it is important to remember that children's names and details must remain **confidential**.

Recording Information

Any concerns should be reported to a DSL as soon as possible and recorded on a Logging Concern Form. These forms can be found in the staffroom or ask at the main office.