



Child protection Information for Visitors and Parents

Safeguarding Statement

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

Designated Safeguarding Leads
Miss Hickling - Executive Headteacher
Miss Brignall - Senior Teacher
Mrs LeMar - SENCo

Visitor Procedures

All visitors must sign in at the 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.
- Visitors wishing to see a particular member of staff should contact the school to make an appointment. If you are seeking an urgent appointment please report to the Main Reception and we will arrange for you to see a member of

<p>Internet Safety</p>	<p>staff.</p> <p>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.</p> <p>Photographs: under no circumstances should you take photographs of our children whilst at our school.</p>
<p>What Do I Do If I am Worried About a Child?</p>	<p>If you become concerned about:</p> <ul style="list-style-type: none"> ● Something a child says ● Marks or bruising on a child ● Changes in a child's behaviour or demeanour <p>Please report these concerns to the class teacher who, if they feel it is appropriate, will pass the information on to one of the school's Designated Safeguarding Leads.</p> <p>You may be asked to record your concern so it can be logged onto our online reporting system - my concern</p>
<p>What Do I Do If A Child Discloses They Are Being Harmed?</p>	<ul style="list-style-type: none"> ● 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 head of school 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.
<p>Visitor Code of Conduct</p>	<ul style="list-style-type: none"> ● 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 or any other forms of peer to peer abuse. ● Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.

	<ul style="list-style-type: none"> ● Do not make suggestive remarks, gestures, or tell sexist, racist or homophobic jokes. ● It's 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. ● <u>If you are concerned about the conduct of a member of staff during your visit the following actions must take place:</u> ● Immediately inform the Head of School ● In their absence, immediately inform the office
<p>Health and Safety</p>	<p>Fire: In the event of a fire alarm please use the nearest fire exit and make yourself known to a member of staff. Please make yourself aware of the nearest fire exit where you are based.</p> <p>Accidents and Illness: All accidents, regardless of severity, need to be reported to a first aider. Staff will inform you of the first aider nearest to where you are based. All accidents will be logged in the accident book.</p> <p>Should you require a comfort break during your visit a member of staff will be happy to direct you to our adult facilities.</p>
<p>Pupil Behaviour</p>	<p>During your visit you might observe a pupil struggling to manage their behaviour. We would like to reassure you that staff have been trained to manage these situations keeping the child, themselves and others safe. You can help by moving away and by distracting the other pupils. Please be aware that a member of staff may ask you to leave the room until the situation has calmed.</p>
<p>Parents</p>	<p>Parents are the most important people to keep their children safe. You should always</p> <ul style="list-style-type: none"> ● Feel confident to raise concerns about your child. ● Talk to school if you need help or support. ● Read the school policies about safety issues ● Let the school know if your child has a medical condition ● Let the school know if you have any court orders relating to the safety of your child ● Let the school know if there is a change in your circumstances such as a house move, a new contact number, a change of name, a change of parental responsibility ● Who will be dropping off or collecting your child and two other emergency contact. You must inform the school of any changes to agreed arrangements. ● Let the school know if your child is going to be absent and the reasons why.