

Visitors to the school are asked to support its safeguarding procedures. If you have a concern and it is important you understand how this can be reported. Please speak to a DSL if you notice anything you feel needs sharing:

### Designated Safeguarding Leads

The school's Designated Safeguarding Leads are:

Martin Geraghty, Head Teacher, DSL

Caren Reid, Child Welfare Lead, DSL

Hannah Whitbread, SENCO, Deputy DSL

Please ask at reception if you need to speak to one of them.

### Summary

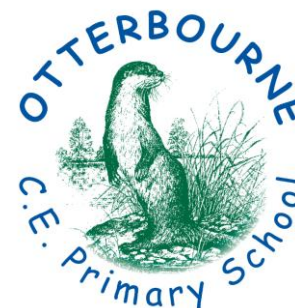
If you have a concern about a pupil during your visit report this immediately. Please ensure you leave your contact details should we or other professional agencies need to speak to you further about the disclosure.

Follow the school's procedures regarding the use of electronic devices in school.

Thank you for your support in safeguarding our community.



For further information, please refer to our Child Protection Policy on our website.



### **Visitor Safeguarding Information**

**Please read the enclosed information. If you have any questions please ask at reception.**

**Thank you, for:**

**Remaining with your host during your visit;**

**Wearing your visitor ID at all times;**

**Returning your ID when signing out.**

For reasons of safeguarding and privacy, recording and photography is NOT permitted at our events or on site. Employees of Otterbourne Church of England Primary School do not consent to recordings being taken of themselves.

### Toilets

If you need the toilet during your visit, please ask a member of the office staff who will direct you to the adult toilets. In no circumstances should the children's toilets be used.

### Medical Conditions

Visitors are requested to inform the receptionist if they have a medical condition they would like the school to be aware of in case medical support is needed during your visit.

### Fire Assembly Point

Following a fire alarm sounding, in silence, please make your way to the playground in front of reception and report to a member of staff from the office. The fire alarm is a continuous bell.

### Confidentiality and Social Media

In order to maintain confidentiality, we must ask that all visitors avoid discussing or sharing anything they observe during their visit outside of the Otterbourne C of E Primary School. This includes not sharing anything on social media.

### Electronic Devices

Visitors should NOT use a mobile phone in any area where pupils are present. Photographs may not be taken unless prior permission has been received from the Headteacher. All information recorded is protected by the Data Protection Act 2018 and that consent must be gained from the Headteacher prior to it being used or shared in any way.

### Reporting Concerns

If you have a safeguarding concern during your visit to the school, please report your concern immediately to a colleague in school who will contact one of the Designated Safeguarding Leads. You will be asked to briefly document the events which have given rise to the concern.

The school follows the Local Children's Safeguarding Board guidelines for safeguarding children and may liaise with Children's Services and other agencies as appropriate. Any action taken by the school will be in line with the Local Authority guidelines, KCSIE 2024 and Prevent Duty 2023.

### Listening to Pupils

Should a pupil make a disclosure to you it is important that you listen and do not dismiss the information. Pupils should be assured that their best interests will be maintained.

Visitors are asked not to offer confidentiality or to "keep a secret". Instead, please explain that you need to pass on information to school staff in order to keep the pupil and others safe. It is important that once a disclosure is made that any questioning of the pupil should be left to one of our trained staff.

Our Safeguarding Policy applies to all colleagues, governors, volunteers and visitors to the school. There are 5 main points we would like to raise:

- 1: Raise awareness of child protection and safeguarding and equip our pupils with the skills needed to keep them safe.*
- 2: Establish a safe environment in which our pupils can learn and develop.*
- 3: Support our pupils in accordance with the agreed safeguarding plan.*
- 4: Develop and implement procedures for identifying and reporting cases, or suspected cases of abuse and neglect.*
- 5: Ensure we practice safer recruitment in checking the suitability of adults to work with our pupils.*