

Occasional Visitor Procedures

- Visitors must **sign in** at the Main Office
- Visitors will be given a **RED lanyard**, which must be worn at all times whilst on the site
- Visitors should remain under the supervision of a designated member of staff whilst on site
- All visitors must **sign out** at the main office and return their **RED lanyard** before leaving the site

Visitors wish to speak to a particular member of staff should telephone the school to make an appointment, wherever possible, to avoid disappointment.

Regular Volunteers

- Volunteers must **sign in** at the Main Office and wear a **GREEN lanyard**.
- Volunteers must **sign out** at the Main Office and return **GREEN lanyard**.
- Our regular volunteers have a valid DBS certificate, if required.

**Do not use mobile phones
beyond this point**

Safeguarding Statement

We are committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors to share this common 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 again if you need to.

If you are concerned about the safety of any child in our school, you must report this to the designated safeguarding lead.

If you are concerned about the conduct of a member of staff or volunteer in your school, you must contact Mrs C. Coldham

**Our Designated Safeguarding Lead:
Mrs E.Wilson /Mrs C.Coldham**

**Our Safeguarding Team includes:
Mrs J.Duncan & Ms A Uney**



St.Mary Queen of Martyrs
Voluntary Catholic Academy

Safeguarding Guide for School Visitors and Volunteers

September 2025

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 school staff room.

Type 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 sexual activity. This can be a physical activity or non-physical, e.g. being made to look at an inappropriate image.

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 or being left home alone.

If a child discloses 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, for example, "tell, explain, describe or outline" but as soon as you believe that there may be a genuine issue, ask no further questions. This would compromise further enquiries
- Only trained investigators should question a child.
- **Reassure** the child that they are doing the right thing
- **Record** carefully what the child says in their own words, including how and when the account was given. Pass this on to the designated Safeguarding Lead immediately or to one of the Safeguarding Team.

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

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
- It is best not to do anything for a child that he or she can do for himself or herself. Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident, time and date it and pass it on to one of the Safeguarding Team.
- If you have concerns about the conduct of staff, it is your responsibility to inform the Headteacher.

Remember...if in doubt...ask