

Visitor Arrival Information

- On arrival in school you will be asked to sign in and present ID.
- If you will be working without a member of staff present (for example agency workers) you will be asked to provide a DBS and a letter from your employing organisation to say all the necessary safeguarding checks are in place. Please do not be offended, this is in the interest of protecting our young people.
- Visitors without an enhanced DBS will be escorted by a member of staff at all times and therefore must wait in the Reception area until a member of staff is available.
- Our regular volunteers, staff and governors have a valid DBS check and wear an identity badge.
- 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.
- All visitors must sign out at Reception.

Code of Conduct

As a visitor please remember we expect you to:

- Behave appropriately and use suitable language
- Avoid physical contact with a child
- Never exchange personal contact details with a child or arrange to meet them outside of the school environment
- Report to staff any unacceptable behaviour.
- Ensure you are visible to others when working with a pupil(s)
- Not use a personal camera, including mobile phone cameras, to take photographs without prior permission being granted.
- Not use your mobile phone whilst on the school site.

Meet the Safeguarding Team

Our Safeguarding Lead is:

Mrs Laura Haines



Our Deputy Safeguarding Leads are:

Mrs Lisa Montandon



Mrs Sharon Worrall



Everyone has a responsibility to make sure that all children at Millfields First School are safe.

At Millfields we recognise that it is important to maintain an **'it could happen here'** attitude to Safeguarding. 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 schools Safeguarding policy is located in the school office or 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.

Dealing with a Disclosure

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. Reassure the child that they are doing the right thing.

Ask to speak to one of the members of the Safeguarding Team immediately who will support you to record the disclosure accurately. Only trained investigators should question a child.

REMEMBER...if in doubt...ask. Do not leave school without telling a member 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.

Emergency Evacuation Procedures

If you hear the fire alarm sounding, please make your way out of the building immediately following the green fire exit signs. DO NOT return to collect any belongings. Please remain on the playground where you will receive further instructions.

First Aid and Accident Procedures

Should you have an accident or feel unwell during your visit, please report to the main school office.

If you are unable to make your way to the office, please inform a member of staff. You may be asked to complete an accident report form and we would appreciate your co-operation in doing so.

Other General Information

Smoke/Vape Free policy – our school operates a no-smoking/vaping policy throughout the entire site.

Visitor toilets – there are located directly opposite the reception.

Access to the Internet-all users of our school's systems and wi-fi must comply with the acceptable use policy. Please ask the staff at reception for the details.

Confidentiality

Please remember that whatever you see or hear in school is confidential and should not be discussed with others.

At Millfields we have a zero tolerance policy towards violence and aggression. No member of staff should be subjected to violent, threatening and abusive behaviour.

Welcome to Millfields First School



Safeguarding Guidance for School Visitors and Volunteers

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

Millfields First School

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