

## **Welcome to Alderbury and West Grimstead CE VA Primary School (AWGS)**

**If this is your first visit to our school then we would like to extend a very warm welcome to you. You might be here as visitor a student, a volunteer helper, to attend an interview or as a supply teacher. Whatever your reason for being here, we hope that your time will be a pleasant one.**

**We ask all first time visitors to spend some time reading this information booklet which is designed in accordance with our safeguarding procedures. We will keep a record of your having received the booklet and on subsequent visits you will not be given another copy unless you request one. Thank you.**

At AWGS we have rigorous safeguarding and child protection procedures based on a clear policy designed to make sure children are safe and feel safe. All staff are inducted into our safeguarding procedures and receive child protection awareness training according to the Local Authority guidelines. Safeguarding includes:

- ✚ Pupil's health and safety
- ✚ All aspects of behaviour such as bullying, racism and homophobic abuse
- ✚ Harassment and discrimination
- ✚ Use of physical intervention
- ✚ Meeting the needs of pupils with medical conditions
- ✚ Providing first aid
- ✚ Drug and substance misuse
- ✚ Educational visits
- ✚ Intimate care
- ✚ Internet safety
- ✚ School security

### **We take our responsibility seriously in:**

- ✚ Preventing and protecting children from being abused (neglect, emotional, physical and sexual)
- ✚ Preventing and protecting children from child sexual exploitation
- ✚ Preventing and protecting children from radicalisation
- ✚ Recognising signs and symptoms of potential to female genital mutilation (FGM)
- ✚ Reporting to the Police if we think a child has been subjected to female genital mutilation (FGM)
- ✚ Identifying signs and symptoms of all forms of abuse
- ✚ Recording incidents and concerns over time.

**Whilst you are here with us in school, you also have a responsibility for children's safety and well-being.**

It is possible that during your visit you might come across some of the safeguarding issues highlighted above. It is even possible that a child might choose you as the person he/she would like to speak to about something that is happening or has happened to them. You might become aware of marks or bruises on a child, something odd that they say or that their personal hygiene is not as it should be.

If you have **any** concerns about a child you should report your concern to:  
Headteacher and Designated Safeguarding Officer: **Mr Paul Beveridge**  
Deputy Designated Safeguarding Officers: **Mr Eric Malmberg or Mrs Caroline Wilkinson**

*It would be unlikely that none of the designated officers are in school, but if that were to be the case, please report your concern to any class teacher who will then inform a member of the senior leadership team as soon as possible.*

### **What if a child should disclose to you?**

- ✓ It is important to make it clear to pupils that any disclosures they make will be treated with sensitivity, but will be shared with other professionals in the school
- ✓ Be prepared to listen
- ✓ Do NOT promise to keep anything a secret
- ✓ Only ask open questions e.g. 'What do you mean?' Do not ask leading questions e.g. 'Do you mean your mum?'
- ✓ Use T.E.D. (**T**ell me more about... **E**xplain what you mean by... **D**escribe what happened...)
- ✓ Record your concern in writing at the time or as soon as possible after the event.
- ✓ Record the date and time of the record being made (include the day, month and year)
- ✓ State exactly what you said and include the child's exact words
- ✓ Your information should be based on fact and not your opinion
- ✓ Pass the record to the Designated Safeguarding Officer or the Deputy Designated Safeguarding Officer immediately and they will decide on the next course of action

### **Confidentiality**

If a child has made a disclosure to you or you have reported a concern about a child this must not be discussed with anyone outside of school. What the child has said, their name and address must be recorded on the 'concern' form. School staff would help you to obtain the information. If you feel distressed by what you have been told or witnessed, please talk to the child's class teacher or the safeguarding officers. They will be happy to spend time with you.

You are welcome to read our Child Protection Policy. You can request a copy from the school office or download a copy from our website: [www.alderbury.wilts.sch.uk](http://www.alderbury.wilts.sch.uk) It is also on display on the Safeguarding board in the staff room.

**Thank you for helping us to keep all children at AWGS safe.**

**Further advice is available on the book of this leaflet.**



You will find additional information at:



The Wiltshire Safeguarding Children Board:

<http://www.wiltshirelscb.org/>

The Department for Education website:



<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

2016 Keeping children safe in Education (Part 1) DFE-00215-2016



NSPCC – safeguarding for organisations

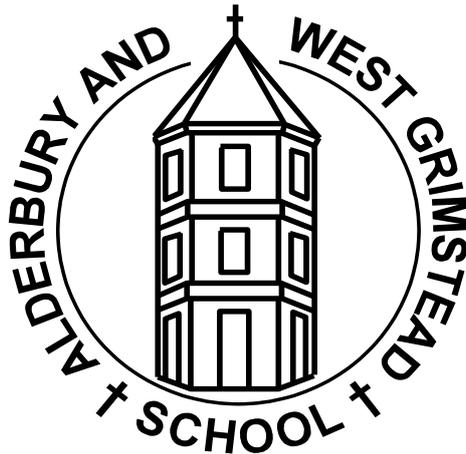
<https://www.nspcc.org.uk/preventing-abuse/safeguarding/>

Your child will find more information at: [www.childline.org.uk](http://www.childline.org.uk)



Free 24-hour telephone helpline

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## **Safeguarding Information for Visitors and Volunteers**

*Updated November 2016*