

## Safeguarding Staff

### Designate Safeguarding Lead:

Mrs Rachel Clasper

### Deputy Designated Safeguarding Lead:

Mr Chris Carr

### Safeguarding Governor:

Mr Geoff Gibson

### If you have any concerns please contact us on:

Phone: 01207 560349

Email: [ebchester@durhamlearning.net](mailto:ebchester@durhamlearning.net)

Web: <http://www.ebchester.durham.sch.uk>

# School Visitor Safeguarding Guide



## EBCHESTER CE PRIMARY SCHOOL



Ebchester CE Primary School,  
Ebchester,  
County Durham.  
DH8 0QB

## **School Visitor Safeguarding Guide**

Ebchester CE Primary School is committed to safeguarding and promoting the welfare and safety of our pupils and requires all staff, volunteers and visitors to share in this commitment.

This document contains information about our expectations of you whilst visiting our school. If you are unclear about anything within it please speak to any of the contacts at the bottom of the page. This document is available in printed format should you require a copy or a full copy of the schools safeguarding policy can be found on our website. You may also request a copy of this from main reception. If you are concerned about the safety of any child in our school, you must report this to a Designated Safeguarding contact.

If you are concerned about the conduct of a member of staff or volunteer, please contact the Head Teacher.

## **Visitor Procedure**

All visitors must sign the visitor's book in Main Reception and sign out at the Main Reception.

- Visitors will be asked to remain under the supervision of a member of staff whilst on site.
- Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, when possible, to avoid disappointment.
- Mobile phones must NOT be used on school premises without prior approval from the Designated Safeguarding Lead.

## **What Do I Do if I am Worried About a Child?**

You must inform the Designated Safeguarding Lead if you have concerns regarding a child at Ebchester Primary, such as:

- Something a child says
- Something which may harm another child in the school
- Changes in a child's behaviour or demeanour

## **Staff Conduct**

If you are concerned about the conduct of a member of staff (following an observation or disclosure) then the Head teacher, or the Assistant Head in her absence, should be informed immediately.

## **Your Conduct**

Be professional. Be cautious 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'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. Log the incident, time and date and pass it on to the Head Teacher.

**Remember- if in doubt... ask.**