



## THORNHILL PRIMARY SCHOOL

*'Every child is unique and at the heart  
of everything we do'*

### SAFEGUARDING CHILDREN

#### INFORMATION FOR VISITORS, VOLUNTEERS AND NEWLY APPOINTED STAFF

**At Thornhill Primary school we are committed to safeguarding and promoting the wellbeing of all children in our care.** We hope this leaflet will provide you with the information and advice necessary while you are working, volunteering or visiting our school.

#### Safeguarding Procedures

To ensure the safety of our children in school and to protect us as adults please ensure the following:

**Signing in and Out** – All visitors must sign in at the School Office, providing the appropriate identification. At the end of your visit, please sign out.

**Visitor Lanyards** – Upon signing in, you will be issued with a visitor lanyard which you must wear at all times. A **red** lanyard means we do not hold a DBS for you and therefore, you will be always be accompanied by a member of staff. A **yellow** lanyard means we hold your DBS and have record of you.

***If you are not wearing a lanyard you will be challenged.***

When signing out, please return your lanyard to the School Office.

**Toilets** – You are welcome to use the staff toilets. Please ask a member of staff where you can find them.

**Mobile Phones** – Mobile phones are not permitted. These should only be used in the staffroom. Lockers can be provided to lock them securely away

**Photography/ Videos** – Visitors are not permitted to take photographs or videos without prior permission.

**Social Media** – Please refrain from adding comments about your visit on any social media sites unless you have permission to do so.

#### Health and Safety Procedures

In the event of a fire, a loud continuous bell will ring; you will be directed towards the nearest fire exit. All fire exits are marked. Please exit the building in an orderly manner and proceed safely to the assembly point as directed. Our assembly point is on the top playgroup by the basketball nets. You will be advised on what further action to take.

**Accidents** – If you have an accident whilst in school, please inform a member of staff for first aid. You will need to report this accident to the School Office Manager. An accident form will need to be completed, which the Office Manager will assist with.

#### Important Numbers

Multi Agency Safeguarding Hub (MASH)  
01582 547 653

Emergency Duty Team (out of hours)  
0300 300 8123

Central Beds Social care  
0300 300 8585 option 3

Childline  
0800 11 11

NSPCC  
0808 800 50 00

Thornhill Safeguarding Officer – Denise Bond  
01582 863516/ 07754838193

Head Teacher – Mrs Julia Lawson  
01582 863516

## **WHAT ARE MY RESPONSIBILITIES AS AN ADULT WORKING WITH CHILDREN?**

All adults working with children in either a paid or voluntary role have a legal duty to safeguard and promote the wellbeing of children.

### **DBS Checks**

All adults working directly or indirectly with our children (i.e. cleaning staff) must have full DBS clearance. A record of this is held by the school on their single central record.

All persons applying to work within the school will be asked to bring specific documentation into school to complete your DBS application. It is essential that you inform the Head Teacher or Office Manager if you become subject to a criminal investigation, Police caution or conviction.

These procedures are to ensure that unsuitable persons are prevented from working with Children and young people, but also to protect you.

### **What should I do if I am worried about a child?**

If during your time at Thornhill Primary you become concerned about the following:

- Comments made by a child
- An unexplained marks or bruising on a child.
- Changes in a child's demeanour or behaviour.
- Comments made by Children about others.

**THESE CONCERNS MUST BE REPORTED AS SOON AS POSSIBLE TO:  
DENISE BOND, JULIA LAWSON OR THE CLASS TEACHER.**

**You will be given a safeguarding record form and asked to complete it as soon as possible and return it to Denise Bond or Julia Lawson.  
All record forms must be signed and dated.**

### **What should I do if a child discloses that he/she is being harmed?**

It is important to take this seriously; Listen to what is being said and allow the child to speak freely.

Reassure the child that you are supportive, but do not promote secrets.

Explain that you need to share the information with someone else so the child can be helped further.

**DO NOT** interrogate the child or ask leading questions, if necessary use phrases such as; **“tell me”, “Explain to me...”** or **“describe to me...” (TED).**

Immediately after the child has finished speaking, record in pen the details of what has been said, record where possible the exact words used by the child and any comments you have made. All records must be signed and dated by the person taking the disclosure the documents must be given to Denise Bond or Julia Lawson as soon as possible. If you have made rough notes at the time, these must also be given to Denise Bond or Julia Lawson

Please do not discuss the disclosure with other staff members. Should you feel the need for support after a disclosure from a child, please inform Denise Bond.

### **What should I do if the alleged abuser is a member of staff?**

Report the allegation as soon as possible to Julia Lawson Head Teacher. If the allegation is about the Head Teacher then this should be reported to the Chair of Governors.

### **How do I ensure my behaviour is appropriate?**

All good relationships are based on mutual trust and respect. Children are often spontaneous with their affection. It is important not to appear disinterested or to reject them. However, it is important to be careful with physical contact with any Child, and do not initiate any cuddling or physical contact.

**DO NOT put yourself in a position where you are working alone with a child and cannot be seen by other adults.**

This leaflet is not intended to replace safeguarding training; it is intended to be a brief introduction to safeguarding and a quick reference or reminder. Further information and advice can be found in the following documents which are available in school;

Keeping Children Safe In Education 2019