

Checklist

- Have you completed the sign in procedures?
- Have you shown your valid ID and DBS?
- Have you switched off all electronic devices with camera/recording functions?
- Have you read the relevant school paperwork appropriate to your visit?
- Do the staff at the school know the purpose of your visit?
- Do you share our commitment to safeguarding the welfare of all of our children?

Designated Safeguarding Leads

Mr Siggs - DSL
(Acting Principal)

Miss Smith - DDSL
(Deputy Head Teacher)

Mrs Bracey - DDSL
(Pupil Learning Support)

Safeguarding Information for Visitors



**IF YOU
SEE SOMETHING,
SAY SOMETHING**

Pickhurst Academy is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share this commitment.

**Please read this before coming
into school.**

To ensure the welfare and safety of all of our children we ask that you read and follow the rules defined.
Due to severe allergic reactions, we ask that all our staff, pupils and visitors **DO NOT** bring foods containing NUTS and SALMON into school

with a child in a closed space.

- *Please ensure that you do not take any photographs or video footage*

of the children without prior parental consent.

- *Please avoid physical contact with the children eg; hand holding, hugging, sitting children on your knee etc.*
- *Please do not make comments about children, staff or the school which may cause offence.*
- *Please do not take any confidential information off site without prior consent from the parents or HeadTeacher.*
- *Please do not engage in any dialogue which may reflect or promote extremist views.*

“if you see something, say something”

All Children
deserve to feel...



**Safeguarding is
a priority here**

WHAT TO DO WHEN A CHILD DISCLOSES ABUSE

- Stay calm and reassuring
- Explain that you cannot promise to keep what the child tells you a secret - you may have to contact a social worker or the police

- Don't make any other promises to the child - the situation may cause you to react emotionally

- Listen and reassure

- Do not press for details - this is likely to need further and possibly extensive investigation. It is better for the child if s/he does not have to repeat the details unnecessarily. This could also compromise a potential criminal investigation.

- Tell the child that s/he was right to tell - that s/he is not to blame for the incident. Let the child know that you understand how difficult it is to talk about such experiences. Thank the child.

- **As soon as possible afterwards, record your conversation with the child. Remember the child's exact words. Record your own statements to the child.**

- **Refer** to the school's Designated Child Protection & Safeguarding Officer.