

# Welcome to Woodside

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## School Visitor Safeguarding Guide

Woodside 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 and return their visitor badge before leaving the site.

- All visitors will be issued an appropriate badge which must be displayed at all times
- 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 Woodside, such as:

- Something a child says
- Harms 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 deputy in their 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.**

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