**Safeguarding advise for visitors**

**If you have ANY concerns about a child’s welfare or well-being or have a concern about the behaviour of any adult within the school towards a child:**

* Discuss your concerns without delay with the Designated Safeguarding Lead or the Headteacher or a member of the safeguarding team.
* Remember it is important to share your concerns even if you are unsure.
* Anyone (in emergencies or if they need to) can make a referral directly to Children’s Services.
* The Local Authority Designated Officer (LADO) for managing allegations against staff and volunteers can be contacted via Children’s Services.
* The school office can provide you with a copy of the school’s procedures for managing allegations against staff and volunteers.

**If a child makes a disclosure to you:**

* Do not investigate but report them immediately to the Designated Safeguarding Lead, Deputy Designated Safeguarding Lead or another member of the senior staff at the school
* Avoid being shocked or embarrassed.
* Listen to the child without interrupting them.
* Do not promise to keep a secret.
* Do not ask the child any leading questions.
* Reassure them that ‘it is not their fault and they have done the right thing to tell you’.
* Immediately following the disclosure report your concerns to the Designated Safeguarding Lead (see above) and write down what the child said using the child’s own words and phrases. Sign and date this document and hand it to the Designated Safeguarding Lead.
* Consider how best to manage your own feelings
* Following reporting your concerns remember that the disclosure and the child’s identity should remain confidential

The school can provide additional national guidance in respect of safer working practices for all adults working with young people, including advice regarding ‘on-line safety’.

