

Visitor Procedures

- All visitors must sign in at the main reception
- Visitors will be asked to show photographic ID provided by your employer and a copy of your enhanced DBS certificate. (We will note down the DBS number and date issued but will not take a copy of it)
- Visitors will be issued with an appropriate lanyard which must be worn at all times whilst on the school site
- Supervised visitors (red lanyard) will be asked to remain with the designated member of staff whilst on site at all times
- All visitors must sign out at the main reception before leaving the site and return your lanyard
- Visitors wishing to see a member of staff should contact the school to make an appointment. If you are seeking an urgent appointment, please report to the main reception and we will arrange for you to see a member of staff at a mutually convenient time

Designated Safeguarding Leads

Mrs Shelton- Designated Safeguarding Lead

Mr Jackson- Head of School

Mrs Austin- Assistant Head Teacher

Mrs Brown- Assistant Head Teacher

Mr Goforth- Safeguarding Governor

One of the DSL team will be available during your time in school should you wish to report a concern or to discuss any of the information contained in this leaflet. You can also contact the DSL team on the following email address/ contact number.

Email

Safeguarding@brackenhill.notts.sch.uk

Telephone

01623 477268

A copy of the schools safeguarding policy can be found on the school website or on the safeguarding notice board located in the staff room.

Visitors

Safeguarding Children Procedures



As a visitor to our school, whether you are a contractor, volunteer, or working with children in any other capacity, it is essential that you understand your responsibilities when responding to a disclosure or reporting any safeguarding concerns. This helps ensure that all children are kept safe and supported at all times.

Bracken Hill School is committed to safeguarding and promoting the welfare of all children and expects all staff, volunteers, and visitors to share this commitment.

E Safety

Mobile Phones-To protect our children we respectfully ask that you do not have your phone out or use it during your time in the school building. If this is an issue please report this to the office staff on arrival

Photographs-Under no circumstances should you take photographs of our children whilst at our school

What do I do if I am worried about a child?

If you become concerned about:-

- Something a child says
- Marks on a child
- Changes in a child's behaviour or demeanour

Please report these concerns to one of Designated Safeguarding Leads listed overleaf. It is important to remember that child abuse can happen to any child regardless of gender, culture, religion, social background, and those with or without disability.

What do I do if a child makes a disclosure to me?

- 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 or to repeat themselves.
- Let the child know that this was not their fault, and keep reassuring them of this.
- Make the child aware that their disclosure will be shared with an adult in school who can help.
- Immediately following the disclosure, report your concerns to one of the Designated Safeguarding Lead's.

You will be asked to write down what the child said using the child's own words and phrases. You will also need to Sign and date the document, and this will be added to the child's safeguarding record. Following reporting your concerns it is important to remember that the disclosure and the child's identity should remain confidential

Staff Conduct

If you are concerned about the conduct of a member of staff during your visit immediately inform Mr Jackson (Head of school). In their absence please notify one of the Designated Safeguarding Leads.



Health and Safety

Fire-In the event of a fire alarm please use the nearest fire exit and make yourself known to a member of staff.

Accidents and Illness-All accidents regardless of severity, need to be reported to a first aider. Staff will inform you of the first aider located closest to where you are based. All accidents will be logged in the accident book.

Visitor Toilets-Should you wish to have a comfort break during your visit, a member of staff will be happy to direct you to our adult facilities.