

Visitor procedures

Please sign in on arrival and collect your visitors badge. This must be on display at all times whilst you are on the school site. Please remain with your host unless we have a clear DBS check from you. Before leaving the school site, please sign out at the main office and return your visitor badge.

Whilst visiting, you are expected to:

- Behave in a respectful, fair and professional manner to ensure that all children under our care feel comfortable, respected and safe.
- 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.
- Ensure that your relationship with pupils remains on a professional footing.

E-safety

The use of personal mobile phones is not permitted during the school day.

Images must not be taken of any child or adult without the prior approval of a staff member and only then on a school device.

The use of memory sticks is **not** permitted.

Our safeguarding team



DSL
Mrs Brown
Headteacher



DDSL
Mrs Falkingham
Assistant Headteacher



DDSL
Mrs Ball
Class Teacher



DDSL
Miss Long
Learning Mentor

Kippax Greenfield Primary School
Ebor Mount, Kippax, Leeds, LS25 7PA
Telephone: 0113 2876 195
Email: kgpsoffice@brigshawtrust.com



Safeguarding Information

for visitors and volunteers

At Kippax Greenfield Primary School, we aim to provide a safe and secure environment for pupils, staff and visitors. We are committed to safeguarding and promoting the welfare of all of the young people in our school.

This leaflet contains information about our expectations of you whilst visiting our school.

If you are unclear about anything contained within this leaflet, please speak to a member of the safeguarding team.

We are all responsible for keeping children safe, both at home and in school.

Remember, child abuse can happen to all children regardless of gender, culture, religion, social background and those with or without disability.

Abuse is identified in four ways:

Physical

When a child is deliberately hurt or injured. This can also include a parent/carer fabricating the symptoms of, or deliberately inducing, illness.

Sexual

When a child is forced or enticed to take part in sexual activities. Activities may involve physical contact but may also include non-contact activities e.g. looking at sexual images.

Emotional

When a child is made to feel frightened, worthless or unloved. This can include a child seeing their parents, or visitors to the home, fighting or using violence.

Neglect

When a child's basic physical and/or psychological needs are persistently not met. This may include failing to provide adequate food, clothing or shelter or ensuring access to medical care.

What do I do if a child discloses they are being harmed?

- React calmly.
- Listen carefully to the child, particularly what is said spontaneously.
- Do not ask leading questions or make judgements.
- Clarify and check your understanding if you feel that you are unsure about what the child has said. You might use words such as 'tell, explain, describe or outline'.
- As soon as you believe that there may be a genuine issue, ask no further questions.
- Reassure the child that they are doing the right thing in telling someone.
- Do not make promises of confidentiality that may not be possible to keep. Explain to the child that you must pass on the information if you are worried about their safety.
- Record carefully what the child has said in their own words including how and when the account was given.
- Complete a concern form. These are available from the school office. This will be passed on to one of the safeguarding team.

If you feel that a child may be at risk of harm but you are not sure, then inform one of the Safeguarding Team immediately. They will offer advice and take appropriate action

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

If you become concerned about something a child says, marks on a child or changes in a child's behaviour or demeanour, please report these concerns to the class teacher or a member of school staff.

What do I do if I am concerned about the conduct of a member of staff?

If you are concerned about the conduct of a member of staff, following an observation or disclosure, please report these concerns to Mrs Brown (headteacher).

If your concern is about the head teacher, please inform our Chair of Governors, Mrs Emma Jackson.

Copies of all relevant safeguarding policies can be found on our website.

www.kippaxgreenfield.co.uk

A copy of the school's safeguarding and child protection policy is available in the staffroom.