Safeguarding & Child Protection is taken very seriously at this school and is the <u>responsibility of everyone.</u>

Please make sure that you have read and understood this guidance.

Visitors' responsibilities whilst on site?

All those who come into contact with children whether paid or voluntary have a duty to safeguard and promote the welfare of children.

Do not

- use your mobile phone or any other mobile devices whilst onsite to record, take photos or access social media without first seeking permission.
- exchange emails or texts with pupils
- breech confidentiality by communicating via social media.
- give out your own personal details.
- touch children in any way

What should visitors do if a child discloses that s/he is being harmed?

Reassure the child that they have done the right thing by telling someone.
Don't make promises that you can't keep but tell the child what you are going to do.
Immediately report to DSP who will deal with the matter, ensuring concerns are explored and the child safeguarded.

Thomas Harding School Designated Safeguarding Leads (DSL's)

Ms Ruddell (Head Teacher) **School office number 01494 782211**
Miss Arnott (Deputy Head)
Mr Rajadhyaksha (Governor)
Miss Godman (Family Liaison)

Contacts

Social Care advice First Response Team: 0845 4600 001
Out of Hours: (Emergency Duty Team) 0800 999 767
Police non-emergency 101



We believe all our pupils have a right to grow up safe from harm.