



# Child Protection and Safeguarding Advice for Visitors to St Illtyd's Catholic High School



**Please sign in at reception on arrival and wear your visitor badge lanyard at all times.**

**By signing in and out of our school, you are agreeing to follow the advice given within this leaflet. Please ensure that your lanyards are returned to the school office before you leave the building.**

## **School Commitment**

We establish an ethos where children feel secure, are encouraged to talk and are listened to.

*No child should suffer harm, either at home or at school. Children should feel "safe". Everyone who works in our school has a responsibility to make sure that all our young people feel protected.*

This leaflet has been given to you to make sure you understand what is expected of you. Please ask the person who gave it to you if you are unclear about anything in it, and keep the leaflet in a safe place, so that you can read it again if you need to.

If you are worried about the safety of any young person in our school, you must report this to one of the Designated staff. Their names can be found on this leaflet and on various posters around school. You can ask for them via the school office.

## **Our school is committed to safeguarding children and promoting children's welfare.**

We expect all of our staff, governors, trainees and visitors to share this commitment and maintain a vigilant and safe environment. We work in a safe manner and will always challenge inappropriate behaviour that could threaten the safety of our children. We also strive to educate our children on the importance of keeping themselves safe, we teach them to be vigilant.

## **Procedure for visiting school**

Any adults (that are not school employed staff) who arrive in the school must sign in at the reception desk. A visitor's book keeps a record of each visitor, the purpose of the visit, the time of arrival and departure. They will be given a visitor's badge lanyard, which should be worn at all times and returned to the office before they leave. This procedure is followed for safeguarding and fire safety precaution grounds. Local Authority employees should wear the identification badges issued by the organisation for which they work – e.g. *Specialist Teachers from the Health & Emotional Wellbeing Team.*

## **Child Protection**

### **Always share any concerns about a child.**

If you are worried about the safety of any young person in our school, you must report this to one of the Designated Safeguarding Persons who undergo training to act in the best interests of children.

If a child tells you something, or you see anything that causes you concern, you should tell an appropriate person within the school. The staff have had training and will know what to do.

- Make a note of the child's name.
- If possible, write the exact words the child said to you.
- Please do not promise not to tell anyone, or ask the child questions.

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

- 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's not your fault and you've done the right thing to tell me'.
- Immediately following the disclosure, report your concerns to the Designated Safeguarding Lead or one of the team listed below. Write down what the child has said using the child's own words and phrases. Sign and date the document and hand it to the Designated Safeguarding Lead. Ensure that we have contact details for you.
- Consider how best to manage your own feelings.
- Following reporting your concerns, remember that the disclosure and the child's identity should remain confidential.

*If the disclosure or your concern relates to a member of staff, this must, as soon as possible, be shared with the Designated Person and nothing should be said to the adult involved.*

### **NEVER:**

- Photograph a child without the school's permission
- Use your personal mobile phone in areas used by young people
- Ignore inappropriate behaviours towards children, either by other children or adults
- Share personal details with a child
- Meet or contact the child out of school including by text, email, Facebook or other social media.
- Give a child a lift home
- Discuss the school, children or adults working within the school on social media
- Make inappropriate comments to a child, including racist, homophobic, sexist or sexualised comments
- Swear
- Give gifts to a young person or show preferential treatment

**KNOW YOUR PROCEDURES – THEY ARE YOUR BOUNDARIES, THEY ARE THERE TO PROTECT YOU AS MUCH AS TO PROTECT CHILDREN.**

## Who to speak to?

**Designated Safeguarding Lead**  
**Deputy Headteacher:**  
Mrs Debbie Chard

**Designated Child Protection Teacher/s:**  
Mrs Ann Cook - Tuesdays, Wednesdays & Thursdays  
Mrs Maree John - Mondays & Fridays

**Governor with**  
**Safeguarding Responsibility:**  
Mrs Maureen Greening

**If you are worried about a child or young person out of this school contact the NSPCC free helpline service to speak to an NSPCC counsellor. They are available 24 hours a day, 365 days a year.**

Remember, it is important to share your concerns even if you are unsure. Anyone can make a referral to Cardiff Children's Services: **029 20536490**.

### **Please remember:**

It doesn't matter if you are a paid member of staff, a volunteer or a member of the community; we all have a responsibility to act if we are worried about a child.

If you are concerned about any aspect of health and safety on site, please report it to the school office. Your concerns may make up part of a bigger picture which could prevent serious harm to a child. Giving families help at an early stage can prevent abuse and neglect.



## Other important visitor information:

Please remember that mobile phones must not be used in school while children are present.



As a visitor, you have a responsibility to care for your own and others' health and safety.

- There is always a qualified first aider on site.
- The fire alarm is a continuous ringing. In the event of fire, please follow the instructions of a member of staff and walk to the assembly point on the yard at the front of the building.
- The use of mobile phones is not allowed in school while children are present.
- Please do not take photographs of the children without permission.
- Smoking is not allowed anywhere on the school site.

## Health and safety

### Fire and safety

#### Fire drills/Evacuation procedures.

If you hear the fire alarm, please leave the building by the nearest external exit.

#### Smoking

NO smoking is allowed on school premises, or within school grounds.

#### Security / Movement around the school

Staff or visitor lanyards should be worn at all times.

We have a fob system in place to access external doors. Please ensure that these doors are closed securely (locked) behind you after transition from one area to another.

#### Confidentiality

The information you see and hear in school is confidential. It is NOT to be divulged to anyone else.

#### Risk Assessment

Whilst risks are assessed on a regular basis with areas of concern kept under review by staff, Site Manager and outside agencies, anyone recognising situations which are potentially dangerous must report them immediately in order that they may be recorded and dealt with accordingly.

Verbal and written reports are recorded and immediate action will be taken wherever possible.

**Please return your visitor badge to the office when you sign out.**

**Thank you.**

St Illtyds Catholic High School, Newport Road Cardiff; CF3 1XQ

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