| **Keeping Yourself Safe**  • Be professional. Be careful how you interact with or speak to a child, the  child may interpret it differently.  • 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.  • If a pupil touches you inappropri-ately, you must tell the Headteacher and ensure you record the date and time of the incident.  • Where a pupil has told you that they are being harmed, you must not question the pupil and must report the incident to the DSL immediately on a Blue Concern Form.  • You must never share contact details with a pupil or arrange to meet them outside of school hours.  • Pupils should not be contacted through social media and you should not discuss the school, its teachers or its pupils across such platforms.  • Taking photographs or recording videos is not permitted unless consent has been granted by the Headteacher for the relevant school activity.  Remember...if in doubt...ask  Remember...if in doubt...ask | | **Contacts**  **Headteacher**  Mrs Bernadette Wood  **Designated Safeguarding Lead**  Mrs Bernadette Wood  **Deputy Safeguarding Leads**  Mr James Mears  Mr Jonathon Campbell  **Governor with Safeguarding**  **Responsibility**  Mrs Sue O’Neill  St Oswald’s Catholic Primary School  Chapel Lane  Longton  Preston  Lancashire  PR4 5EB  Email: [bursar@longton-st-oswalds.lancs.sch.uk](mailto:bursar@longton-st-oswalds.lancs.sch.uk)  Tel: 01772 613402. |  | | St Oswald’s Catholic Primary School    **Safeguarding Information Leaflet for School Visitors**  We are committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors to share this common commitment.  This leaflet contains information about our expectations while you are visiting us. If you have questions about these arrangements, please speak to any of the named contacts named within.  If you are concerned about the safety of any child in our school, you must report this to one of the Designated Safeguarding Leads (DSL):  **DSL – Mrs Bernadette Wood**  **Deputy DSL – Mr James Mears and Mr Jonathon Campbell** | |
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| **Visitor procedures**  Our Visitor Policy details the procedures that you must adhere to whilst visiting the school.  All visitors, including students, volunteers and parents must:   * Sign in at the School Office. * Provide identification if visiting in a professional capacity. * Visitor badges must be worn at all times whilst on the school site. * Sign out at the School Office and return their visitor badge before leaving the site.   **Icon  Description automatically generated**All school policies are available on the school website. A copy of the schools Child Protection and Safeguarding Policy is located in the school staff room.  **Mobile Phones**  The use of personal phones by visitors is only permitted in designated areas.  **Online Safety**  There is a separate policy on Online Safety. | **Types of harm**  The following is a list of possible forms of harm that pupils can face:  **Physical abuse** –a pupil suffers physical harm or injury, e.g. bruises and cuts.  **Emotional abuse** – a pupil receives emotional maltreatment which causes adverse effects on their development, e.g. being told they are worthless.  **Sexual abuse** –a pupil is forced or enticed into taking part in sexual activities, whether or not they are aware of what is happening. Indicators may include the use of sexual language or not wishing to be alone with someone in particular.  **Neglect** – a pupil’s basic physical and/or psychological needs are consistently not met, resulting in serious impairment of their health or development, e.g. by providing inadequate amounts of food. A child may appear tired or malnourished.  **Child sexual exploitation (CSE) and child criminal exploitation (CCE)** – a child is subject to a form of abuse where an individual or group takes advantage of, or manipulates, a child into sexual or criminal activity, in exchange for something the victim wants or needs. An indicator may be that the child has unexplained new items or presents.  **Child-on-child abuse** – this abuse can involve physical abuse, CSE, CCE, serious youth violence, and harmful sexual behaviour between pupils. | | | **Reporting concerns**  You must inform the school’s designated safeguarding lead (DSL) if you are worried about:   * Something a pupil says. * Marks or bruising on a pupil. * A pupil’s behaviour or changes to their behaviour.   **DSL - Mrs Bernadette Wood Deputy DSL’s - Mr James Mears and Mr Jonathon Campbell**  If a pupil discloses they are being harmed you must:   * React calmly. * Listen carefully. * Not promise confidentiality; explain that you may need to tell somebody if the pupil’s safety is at risk. * Not question the pupil further – this should be done by somebody who is trained to investigate. * Reassure the pupil that they have done the right thing. * Take a record of what the pupil has said, including the date, time and how and when the information was received. This information must be passed to the DSL immediately on the Blue Concern Form.   Should you have concerns about the conduct of a member of staff following an observation or disclosure, you must immediately inform the Headteacher or, in their absence, one of the Assistant Headteachers. | |  |