

Keeping everyone safe

As a visitor to our school, whether as a contractor, volunteer, supply teacher or someone who has come to work with our children in any capacity, it is important that you are aware of our safeguarding procedures.

If there is any reason to suspect that a pupil has suffered bullying or discrimination or is likely to suffer significant harm, then you must immediately inform the Designated Safeguarding Lead (DSL). Our staff will then follow procedures according to our Child Protection Policy.

Safeguarding Team

Designated Safeguarding Lead (DSL)



Mr Paul Griffiths
Headteacher

Deputy Designated Safeguarding Lead(s) (DDSL)



Mrs Emily Crankshaw
Assistant Headteacher



Mrs Alice Jones
Assistant Headteacher
And SENDCo

Address: St Peter's School, Belford Road, Harrogate HG1 AJA
Telephone: 01423 569684
Headteacher: Mr Paul Griffiths
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Website: <https://stpeters.ycst.co.uk/>



A guide to safeguarding for all visitors (including supply staff) and volunteers

Please take a few moments to read this leaflet. We are committed to safeguarding and promoting the welfare of our children and require all our staff and visitors to share this commitment.



Visitor procedure:

All visitors must sign in at the main reception.

- Visitors will be issued with an appropriate visitor pass which must remain visible whilst on site.
- Visitors are required to remain under the supervision of a designated member of staff at all times whilst on site unless we have had appropriate DBS clearance for you.
- All visitors must sign out at the main reception before leaving the site and must return their visitor pass.

Visitors wishing to see a member of staff are encouraged to contact the school ahead of visiting to make an appointment.

Visitor code of conduct:

We hope you have an enjoyable visit to our school. As a visitor, please remember the following:

- Treat everyone with respect
- You must not have any physical contact with any pupil
- You must never exchange personal contact details with a pupil or arrange to meet them outside the school environment
- Do not make suggestive remarks, gestures or tell sexist, racist, homophobic or offensive jokes or language
- Always tell a member of staff if a pupil touches you or speaks to you inappropriately
- During your visit you might observe a pupil struggling to manage their behaviour. Please don't intervene, notify a member of staff as they have been trained to manage these situations keeping the child, themselves, and others safe.

If you are worried about a child during your visit:

If you become concerned about:

- something a child says
- marks on a child
- changes in the child's behaviour or demeanour

Please report these concerns to a member of school staff who will follow child protection procedures and inform the DSL. Child abuse can happen to all children regardless of gender, culture, religion, social background and those with or without a disability.

If you are concerned about the conduct of a member of staff during your visit you must immediately inform the headteacher, or, in their absence, the deputy. For concerns regarding the Headteacher please refer to our Whistleblowing Policy.

If a child tells you that they are or someone else is being harmed:

Whilst this can be an alarming situation it is important you know what to do such that you can stay calm and controlled.

- Listen carefully
- Remember not to show shock or disbelief
- Do not promise confidentiality. Be reassuring but tell them you will need to tell someone else
- Do not interrogate or ask leading questions
- Record carefully what the child says, using their own words

It is your responsibility to report any concerns to the Designated Safeguarding Lead as soon as possible.

Other information:



Fire and emergency evacuation: If the fire alarm sounds, please leave the building using the nearest exit and assemble on the playground at the front of school. Please make yourself aware of the nearest fire exit to where you are based.



Accidents and illness: All accidents, regardless of severity, need to be reported to a first aider. Please ask at reception if you need assistance.



Access to the internet: All users of the school systems and Wi-Fi must comply with the Acceptable Use of ICT Agreement, please ask the school office for details.



Toilets: Should you require a comfort break during your visit, a member of staff will be happy to direct you to our adult facilities.



Parking and disabled access: Onsite parking is very limited and restricted to the designated carp park. There is paid on street parking around the school as well as the Tower Street Multi-storey car park which is 1 min walk.



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.



Photographs: Under no circumstances should you take photographs of our children whilst at our school, unless explicit consent has been sought prior to you visit.