

### Visitor procedures

All visitors must sign in and out at the main office. By doing so, you are agreeing to follow the advice within this leaflet.

- All visitors will be issued with a visitor's badge provided by Reception, which must be visible throughout your visit.
- An adult without a badge in school will be accompanied to the school's reception to confirm they have signed in.
- You will be asked to show photographic ID and a copy of this will be taken on arrival.
- Visitors will remain under the supervision of a designated member of staff whilst on site. If your visit requires unsupervised contact, you will be asked to show photographic ID and written confirmation of DBS checks from your employer.
- All visitors must sign out at the main reception before leaving the school site.

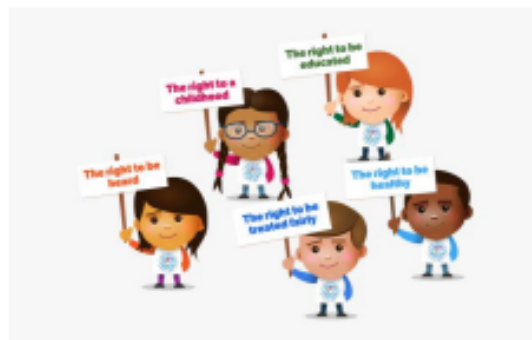
### E-Safety

To protect our children, we respectfully ask that you do not have your mobile phone out or use it during your time in the school building. If this is an issue, please inform a member of staff on arrival.

Under no circumstances should photographs be taken of our children whilst in school, unless permission has been given by a member of school staff.

### Fire

In the event of a fire alarm, please use the nearest fire exit and make yourself known to a member of school staff. Please make yourself aware of the nearest fire exit to where you are based.



We believe all children in school have the right to:

- Speak out and be heard
  - Be safe
- Get help when they need it.

This is supported by the NSPCC 'Speak Out Stay Safe' programme that all children have completed.

To read our full Safeguarding and Child Protection Policy, please visit our website at:  
<https://www.burrowmoor.net/page/?title=Policies&pid=16>

# Burrowmoor Primary Academy



## Safeguarding information leaflet for school visitors



Burrowmoor Primary Academy is committed to safeguarding children and promoting children's welfare and expects all Governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment.

office@burrowmoor.cambs.sch.uk  
01354 652330

### What to do if I am worried about a child:

If you become concerned about:

- Something a child says
  - A mark on a child
- Changes in a child's behaviour or demeanour

**Please report these concerns immediately. Child abuse can happen to all children regardless of gender, culture, age, religion, social background and those with or without a disability.**

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

- React calmly; avoid being shocked or embarrassed.
- Listen carefully to the child without interrupting them.
- Do not promise to keep it a secret. Explain to the child that you must pass on the information if you are worried about their safety.
- DO not ask leading questions or make judgements. Clarify and check your concern if you feel unsure, by using, for example, "tell, explain, describe".
- Reassure the child that they are doing the right thing.
- Immediately following the disclosure, report your concerns to a DSL or DDSL. You will be given a Log of Concern form to complete. Record carefully what the child says in their own words. Sign and date the document.
- Consider how best to manage your own feelings.
- Remember – after reporting your concerns, the disclosure and child's identity should remain confidential.

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

*"Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes in to contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the **best interests of the child.**"*

(Keeping Children Safe in Education, DfE, September 2022)

### Pupil behaviour

We follow a consistent approach to manage behaviour in school. It prioritises the pro-social feelings and allows us to understand the feelings and thoughts behind behaviour and how to manage it. We give children time to reflect and celebrate good behaviour.

Some children in school may have differentiated plans to help support them in managing behaviour, and you may see these being used in different situations around school.

### Visitor code of conduct

- Treat everyone with respect.
- Provide an example you would wish others to follow.
- Remember someone else may misinterpret your actions, no matter how well intended.
- It is best not to do anything for a child that they can do for themselves.
- Always tell a member of school staff if a child touches you or speaks to you inappropriately.

### Designated Safeguarding Lead and Prevent

#### Lead



James Harfield

Deputy Headteacher and SENDCo

#### Deputy Designated Safeguarding Leads



Ruth  
Bailey

Claire  
Tod

Lianne  
Smith

Prevent Lead

If you have any concerns about a child's welfare or wellbeing, or have a concern about the behaviour of any adult within the school towards a child:

- Discuss your concerns without delay with a DSL or DDSL.
- Remember it is important to share your concerns, even if you are unsure.

Anyone can make a referral to:

<https://www.safeguardingcambspeterborough.org.uk/concerned/members-of-public-reporting-a-concern/>

**If you think a child is in immediate danger of harm, call 999.**