






Key Contacts

<p>Christopher Clare</p>  <p>Headteacher</p> <p>Deputy Safeguarding Lead</p>	<p>Rebecca Zaim</p>  <p>Deputy Headteacher</p> <p>Designated Safeguarding Lead</p>	<p>Joanne McCormack</p>  <p>Mental Health and Wellbeing Lead</p>	<p>Helen Wood</p>  <p>SENDCo</p>	<p>June Sealey</p>  <p>Out of School Club Manager</p> <p>Deputy Safeguarding Lead</p>
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Fire Assembly Points:

Grassed area in front of school building.

In case of possible explosion please assemble at park on Delph Avenue.

Aughton St Michael's C.E. Primary School

Delph Park Avenue

Aughton

Ormskirk

Lancashire

L39 5DG

Main Contact: Mrs Jane Rimmer

Tel: 01695 423295



Safeguarding Guide for School Visitors



Aughton St. Michael's C.E.
Primary School

Encourage Guide Support Celebrate

Safeguarding Guide for School Visitors

Our school is committed to keeping our pupils, safe, happy and well. Our Safeguarding and Child Protection Policy sets out what is expected in terms of protecting the welfare of our pupils and maintaining their emotional wellbeing. We also work hard to ensure that health and safety is of paramount importance.

This document offers a brief insight into some of the policies and procedures that may affect you as a visitor to our school. Further information can also be found on our school website: www.aughtonstmichaels.co.uk

Security

All visitors must report to the school's main reception up entering the school grounds. Signing is on arrival and signing out is compulsory for all visitors, and a member of staff will advise you of the relevant procedure. You will be asked to wear a visitor badge to ensure you are readily identifiable to all staff and pupils. If working directly with pupils, you will also be asked to provide a copy of your DBS certificate, along with appropriate forms of identification.

First Aid

Should you require first aid while visiting our school, please report to Reception. Several of our staff are trained first aiders and are equipped to provide medical assistance where necessary.

Fire and Evacuation

In the unlikely event that the fire alarm sounds, please make your way calmly out of the building and assemble at the front of school at the school gates away from the building. If you are unsure, please approach a member of staff. Do not return to the building until the all-clear has been given. The fire alarm, is a loud, continuous siren, which is different to our school bell. All staff have had extensive training regarding what to do in an emergency, and will ensure all pupils are calmly escorted to safety, where a register will be taken to account for the presence of every pupil, and visitor on site.

Conduct of Visitors

We would ask that all visitors refrain from initiating verbal or physical contact with pupils, unless this is part of the remit of your visit (e.g. School Nurse).

The use of expletives or innuendo is not permitted by staff all pupils and we expect the same of our visitors. Visitors should also avoid disclosing any personal information to pupils, including contact numbers, email addresses, and details of social media or networking accounts. Visitors should abstain from discussing personal relationships with pupils or making unprofessional comments.

Our school promotes equality and diversity and forbids any form of discrimination on the basis of ethnicity, gender, sexual orientation, religion, and or social class. We would ask that visitors embrace this ethos when visiting our school, and if they witness any form of discrimination taking place, to report this to the School Office immediately.

Child Protection

If, during your visit, you encounter any situation that gives rise to concerns about the conduct of a member of staff or the safety of a pupil, please report to the School Office and ask to speak with the Designated Safeguarding Lead.

If a pupil approaches you and discloses information that suggests they may have been the victim of emotional, sexual, physical abuse or neglect, we would urge you to do the following:

- Don't promise to keep your conversation a secret— make the pupil aware that you will need to pass on the information to keep them safe.
- Listen to the pupil without interrupting or asking any searching/leading questions. Don't let the pupil think that you are doubting their account of events or that you aren't paying attention to them.
- Let them explain what happened in their own words, and in their own time.
- Reassure the pupil that action will be taken to keep them safe.

A pupil may not approach you directly, but you may notice other signs that concern you; bruises or injuries that are unaccounted for, uncharacteristic behaviour, signs of neglect and/or poor hygiene, worrying/disturbing artwork, use of extremist language, conversations that the pupil was not aware you were party to etc. If you feel that there are grounds for concern and believe a pupil's welfare could be at stake, even in the absence of concrete evidence, it is vital that you report your observations to the Designated Safeguarding Lead.

Always report any disclosures to the school Designated Safeguarding Lead.

The same procedure applies if you suspect - or if a pupil directly tells you— that they are being bullied by another child at this school.

Smoking

Our school operates a no-smoking policy for the benefits of pupils and staff alike. We would ask that all visitors refrain from smoking on school premises.

Health and Safety

Our school is vigilant about Health and Safety, and aims to provide a safe and secure environment for pupils. Our Health and Safety Protocol is clearly displayed on notice boards throughout the school. All visitors are requested to adhere to any guidelines that they are made aware of, but if any potential hazards are noted, these should be immediately reported to the School Office so that appropriate remedial action can be taken.

Complaints

If you have a complaint about our school or a specific member of staff, please ask for a copy of our Complaints Policy. We will deal with all complaints in a timely and professional manner and aim to reach an amicable resolution wherever possible.