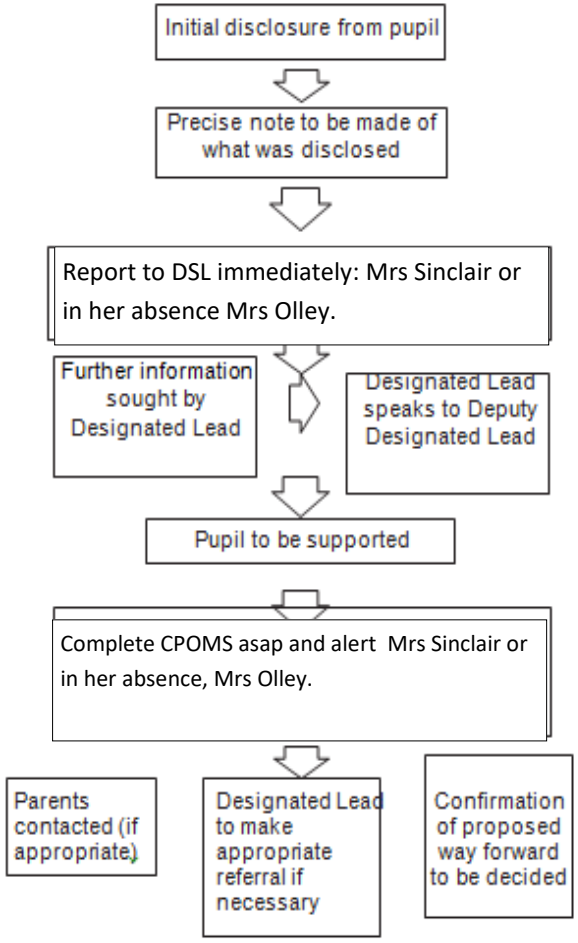
Procedures







Contacts:

Head Teacher: Miss Laura Olley

Designated Safeguarding Lead: Mrs Lisa Sinclair
Deputy Head Teacher

Deputy Designated Safeguarding Lead:
Mrs Laura Olley - Head Teacher

Other Designated Safeguarding Lead:
Mrs Lise Roberts (Inclusion Leader/AHT)
Mrs Pauline Lee (HLTA and Wrap Around Care)

Safeguarding Governor:
Mrs Lyla Dey

Phone Number: 020 8660 4863
Email: deputy@hayesprimary.croydon.sch.uk

Safeguarding Advice for Visitors

THE HAYES PRIMARY SCHOOL
THE HAYES

Keeping Children Safe in Education

Tel: 020 8660 4863

Keeping Children Safe

The Hayes Primary School is committed to creating a happy and safe environment for our children to learn. This leaflet explains how we keep our children safe and is aimed at anyone who enters our school, from parents to visitors. No child should suffer harm of any form, either at home or at school. Everyone who works or visits our school has the responsibility to make sure that all our children are safe.

This leaflet has been given to you to make sure you understand what is expected of you as a visitor to The Hayes Primary School. 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 the Designated Safeguarding Leader in school who will act in the best interests of the child.

On arrival to our school you will be asked for visitor ID. Please do not be offended by this. It forms part of our vetting procedures. All our staff wear named Hayes badges. You will be asked to wear a visitors sticker that will have a photo of yourself on it.



We have Safeguarding Policies which can be found on our school website. This leaflet breaks down what to do, should you have any concerns during your visit.

What Should I Do If I Am Worried About A Child?

If whilst working with a child you become concerned about: comments made by a child; marks or bruising on a child; changes in the child's behaviour or demeanor, please report these concerns to our *DSLs* **D**esignated **S**afeguarding **L**ead (Mrs Sinclair, Deputy Head Teacher), or in her absence, the **D**eputy **D**esignated **S**afeguarding **L**ead (Mrs Olley, Head Teacher). The office will assist you with finding and liaising with one of our DSLs immediately. Additionally, Mrs Roberts (our Inclusion Leader) is also a trained DSL, if Mrs Sinclair or Mrs Olley are absent.

What Should I Do If A Child Discloses A Concern?

1) Listen to what the child is telling you.
2) Do not probe or ask leading questions.
3) Do not promise to keep a secret.
4) Reassure the child calmly and gently that they have done the right thing.
5) Tell him or her what will happen next. i.e. that the people who can help him or her will be informed.
6) Make accurate notes of what has been said by the child, wherever possible the exact words or phrases used. Specific facts related to named people, dates, places, etc should be recorded accurately.
7) Please use our disclosure proforma on the staffroom notice board and pass notes immediately to the DSL. Prompt action is paramount.
8) It is not your responsibility to investigate but to report to the DSL.
9) Do not discuss the matter with anyone other than the DSL.
10) Following this discussion the DSL will ensure that the matter is dealt with in the most appropriate way.

What Should I Do If The Alleged Abuser Is A Member Of Staff?

You should report the allegation to the Head Teacher.

What Should I Do If The Alleged Abuser Is Head Teacher?

You should report the allegation to our Chair of Governors. Contact the office for email.

