



**Ysgol Tycroes**  
**School Visitor Safeguarding Guide**  
**Safeguarding Staff**

**Designated Safeguarding Officer:**

Mrs Sally-Anne Watts (Headteacher)

**Deputy Designated Safeguarding Officer:**

Mr Matthew Stonham (Deputy Headteacher)

**Safeguarding Governor:**

Mr Calum Higgins

## **Safeguarding Statement**

Ysgol Tycroes is committed to safeguarding and promoting the welfare of children, and requires all staff, volunteers and visitors to share this commitment.

The following information outlines our expectations of visitors to the school. If you are unclear about any of the information provided, please speak to the Headteacher or Deputy Headteacher.

## **Visitor Procedures**

All visitors **must** sign in at Main Reception.

- All visitors must present and display their Visitor badge at all times whilst on the site.
- Safeguarding procedures and contacts are displayed clearly on our visitor fobs.
- Visitor fob movement around the school is recorded at all times on our system.
- Visitors will be asked to remain under the supervision of a designated member of staff whilst on site.
- Visitors wishing to speak to a particular member of staff must telephone the school beforehand to make an appointment, when possible, to avoid disappointment.
- If you are seeking an urgent appointment, please report to the Main Reception and we will arrange for you to see a member of staff on duty.
- All visitors must sign out at the Main Reception and return their visitor fob before leaving the site.

## **What Do I Do if I am Worried About a Child?**

You should inform the Designated Safeguarding Officer immediately if you become concerned about:

- Something a pupil says;
- Marks or bruising on a pupil;
- Changes in a child's behaviour or demeanour.

If you feel that a child may be at risk of harm but cannot be certain, then please inform the Designated Safeguarding Officer immediately who will offer advice and take appropriate action.

Child abuse happens to all children regardless of gender, culture, religion, social background and those with or without a disability.

A copy of the school's Safeguarding Policy is located in the Staff Room and is available on our school website.

## **What Do I Do if A Child Discloses They Are Being Harmed?**

Sometimes a child may disclose information to you. If this happens then the following actions must take place.

- React calmly.
- Listen carefully to the child, particularly what is said spontaneously.
- Do not promise confidentiality. Explain to the child that you need to pass on the information if you are worried about their safety.

- You may clarify your concern using “tell, explain, describe or outline” but as soon as your concern is confirmed, ask no further questions as further enquiries may be compromised. Only trained investigators should question a child.
- Reassure the child that they have done the right thing.
- Record carefully what the child says in their words including how and when the account was given. Date, time and sign the record. Pass this on to the Designated Member of Staff for Safeguarding immediately.

### **Types Of Harm**

Everybody has a responsibility to keep all children under the age of 18 safe and applies to both the home and school environment. Harm is identified in four ways:

Physical—This is when a child is deliberately hurt or injured.

Sexual—This is when a child is influenced or forced to take part in a sexual activity. This can be a physical activity or non-physical, e.g. being made to look at an inappropriate image.

Emotional—This is when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence.

Neglect—This is when a child is not being taken care of by their parents. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left home alone.

### **Staff Conduct**

If you are concerned about the conduct of a member of staff following an observation or disclosure, the following actions must take place:

- Immediately inform the Head Teacher.
- In their absence, immediately inform the Deputy Headteacher.

### **Keeping Yourself Safe**

- Be careful how you interact with or speak to a child: the child may interpret it differently.
- Avoid being on your own with a child, always ensure that a door is open and that you are visible to others.
- It's best not to do anything for a child that he or she can do for him or herself.
- Always tell someone if a child touches you or speaks to you inappropriately. Make a note of the incident, time and date it and pass on to the Headteacher.

**Remember, if you have any concerns about a child's safety or the conduct of a member of staff, please share your concerns immediately.**