

Please remember:

It doesn't matter if you are a paid worker or a volunteer, or a member of the community or a contractor, you have a responsibility to act if you are worried about a child.

If a child tells you something or you see something which needs to be passed on:

**ALWAYS WRITE DOWN:**

- the name of the child
- the date, time and place
- the exact words said by the child

**NEVER:**

- promise confidentiality - explain you have to pass on concerns
- ask leading questions
- make comments or judgements on the information
- keep the information to yourself

The concerns you have could make up part of a bigger picture which could help to prevent serious harm to a child. Giving help to families at an early stage can prevent abuse and neglect.

**NEVER KEEP CONCERNS ABOUT THE SAFETY OF A CHILD TO YOURSELF.**

For more information, contact:

LOCAL SAFEGUARDING BOARD: 0300 1232224

[www.somersetssafeguardingchildrenboard.org.uk](http://www.somersetssafeguardingchildrenboard.org.uk)

## VISITOR INFORMATION

### SAFEGUARDING AND HEALTH & SAFETY



### WELCOME TO OUR SCHOOL:

- Please sign in at reception and take an identity sticker
- Hand in any mobile phones at reception, these will be kept safe and returned to you when you leave
- As a visitor you have a responsibility to care for your own and others' health & safety
- If you require a first aider please go to the main reception office
- Should the Fire Alarm sound please follow instructions from a member of staff
- This is a no smoking site
- Dogs are not permitted on site
- Please sign out and collect your phone when you leave



Our School recognises that the safety and welfare of children is paramount and that we have a responsibility to protect children in all our school's activities.

### **PLEASE REMEMBER THESE 4 IMPORTANT MESSAGES:**

1. All children have a right to be safe
2. Keeping children safe is everyone's responsibility
3. We all need to listen to children even though we may not always be comfortable with what we hear
4. Taking photographic images is strictly prohibited

### **WHO SHOULD I TALK TO IF I HAVE CONCERNS ABOUT A CHILD OR ANOTHER ADULT?**

#### **CHILD PROTECTION DESIGNATED LEAD:**

Mrs Susan Bird  
Headteacher

Or

#### **DEPUTY CHILD PROTECTION DESIGNATED LEAD:**

Mrs Mary Weatherburn  
Deputy Headteacher

Please ask to speak to one of these people by enquiring at the school office.

If you wish to speak to one of them after you have left the school please telephone:

01278 422012

Alternatively you can contact Somerset Direct on:

0300 1232224

It is not your responsibility to investigate child abuse but you should tell the appropriate person within the organisation.