

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 sexual activity. This can be a physical activity or non physical. For example, being made to look at an inappropriate image.
- **Emotional:** This is when a child is made to feel frightened, worthless or unloved. It can involve 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/ carers. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left home alone.

What do I do if a child discloses information?

- Listen carefully to the child.
- Reassure the child that they are doing the right thing but do NOT promise confidentiality. Explain to the child that you may need to pass on the information if you are worried about their safety.
- You may clarify your concern using words like "tell, explain, describe" but as soon as your concern is confirmed ask no further questions as further enquiries may be compromised. Only trained staff should investigate further.
- 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 onto the child's class teacher immediately.

School Visitor Safeguarding Guide

This leaflet provides some guidance on working safely with our children and tells you what to do if you have a concern about a child.



Designated Safeguarding Lead

Mrs Zoë Fairbairn
Headteacher

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Safeguarding Statement

Hatfield Peverel Infant and Nursery School is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment. This leaflet contains information about our expectations of you whilst visiting our school. Please read it carefully and do not hesitate to ask if you require any further information.

Designated Safeguarding Lead

Mrs Zoë Fairbairn
Headteacher

Deputy Designated Safeguarding Leads

Miss Claire Springall (Deputy Headteacher)
Mrs Lauren Sapiano (EYFS Lead)
Mrs Kerry McGaughey (SENCo)

Visitor Procedures

All visitors MUST sign in at the main school reception.

- All visitors will be issued with an appropriate lanyard to wear at all times whilst on the school site.
- Visitors will be asked to remain under supervision of a designated member of staff whilst on the school site.
- All visitors MUST sign out at the main school reception and return their visitor lanyard before leaving the school site.

Keeping Ourselves Safe

We must also take steps to keep ourselves safe. Our actions can sometimes be perceived in a way that is not intended. We want to promote safe working practices for everyone on the school site.

- Wear a visitor badge at all times.
- Be professional.
- Be mindful how you interact with or speak to a child, the child may interpret it differently.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- Report any unacceptable behaviour from a child.
- Avoid being on your own with a child, always ensure that a door is open and that you are visible to others.
- Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident, time and date it and pass it on to the Headteacher.
- Do not take photos on personal devices such as mobile phones.
- Mobile phones are not to be used in classrooms or around the school site.