

St John the Evangelist Church School is committed to ensuring the welfare of all members of our school community. We are fully committed to the safeguarding and protection of our children and we require all staff, volunteers and visitors to share this commitment.

If you are concerned about the safety of any child in our school, or about the conduct of a member of staff or volunteer, you must report this to the Designated Safeguarding Lead - Mr Ian Doswell. In his absence please refer all concerns to the Deputy Safeguarding Lead—Mrs Nicola Short.

- All visitors must sign in at the main reception.
- All visitors will be issued with an appropriate pass which must be displayed at all times whilst on site.
- 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 should telephone the school to make an appointment, when possible, to avoid disappointment.
- Visitors must not use a smart phone or camera on site. We ask that phones be left at the School Office upon arrival. These will be stored securely until your departure from the school.
- Visitors **must** sign out at the School Office and return their pass before leaving the site.

Mr Ian Doswell  
(Headteacher)  
(idoswell@stje.bwmat.org)

Mrs Nicola Short  
(Deputy Headteacher)  
(nshort@stje.bwmat.org)

Mrs Elyse Wilson-Frier  
([ewilson-frier@bwmat.onmicrosoft.com](mailto:ewilson-frier@bwmat.onmicrosoft.com))



# St John the Evangelist Church School



# School Visitor Safeguarding Guidance



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

If you become concerned about:

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

You **must** inform the Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead in her absence.

If you feel that a child may be at risk of harm but are not sure then inform the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead immediately. They will offer advice and take appropriate action.

A copy of the school's Safeguarding and Child Protection policy can be located on the Safeguarding notice board (outside the staffroom), from the school office or on the school website.

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

- React calmly.
- Listen carefully to the child, particularly what is said spontaneously.
- 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 "tell, explain, describe or outline" to prompt clarification but as soon as your concern is confirmed as no further questions as further enquiries may be compromised. We must never "lead" a child in their explanations or "put ideas in their head".

**Remember...if in doubt...ask!**

Only trained members of staff 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 and pass this on to the Designated Safeguarding Lead, or the Deputy Designated Safeguarding Lead immediately.

## Types of Harm

Everybody has a responsibility to keep all children under the age of 18 safe and this applies to both the home and school environment.

***Harm is identified in the ways outlined below. Harm is not just caused by an adult to a child—child on child abuse must also be taken extremely seriously.***

**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 physical 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/carers or visitors in the home, fighting or using violence.

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

**Extremism or Radicalisation**— This is classified as the holding of extreme political or religious views. If you are concerned about the words or actions of a child always refer to the Designated, or Deputy, Designated Safeguarding Lead.

## Staff Conduct

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

- Immediately inform the Headteacher, or the Deputy Headteacher in his absence.
- If you are concerned about the conduct of the Headteacher then you need to refer your concerns to the Chair of Governors, Mrs Elyse Wilson-Frier.

## Keeping Yourself Safe

- Be professional at all times. Be careful how you interact with or speak to a child as the child may interpret what you say differently.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- Avoid being on your own with a child. Always ensure that a door is open and that you are visible to others.
- Never 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. Record in writing details of the incident, time and date and pass it on to the Headteacher.
- If you have concerns about a child in the school, or about the conduct of a member of staff, it is your responsibility to pass it on.

*If you are concerned about the behaviour of a person who works with children (through their role as an employee, volunteer, casual or agency staff member or self employed worker you can contact*  
**North Somerset's LADO (Local Area Designated Officer) :**

**07795 092692 or [lado@n-somerset.gov.uk](mailto:lado@n-somerset.gov.uk).**

*Alternatively, contact the NSPCC Whistleblowing Helpline:*

**0800 028 0285**

*Further information on Safeguarding can be obtained from*

**North Somerset Safeguarding Children's Board**

**[nsscp.co.uk](http://nsscp.co.uk)**