

### Safeguarding Statement

Old Catton Junior School is committed to safeguarding and promoting the welfare of our children and requires all staff, volunteers and visitors to share this commitment.

### Visitor Procedures

- All visitors must sign in at the main reception.
- All visitors will be issued with an appropriate pass which must always be displayed whilst on the site
- Visitors will be asked to remain under the supervision of a designated member of staff whilst on site
- All visitors must sign out at the main reception before leaving the site
- Visitors wishing to see a member of staff should contact the school to make an appointment. 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

### E-Safety Mobile Phones

To protect our children we respectfully ask that you do not have your phone out or use it during your time in the school building. If this is an issue, please contact a member of staff on arrival.

### Photographs

Under no circumstances should you take photographs of our children whilst at our school.

## Designated Safeguarding Lead

**Emily Emrick**  
Head of School



**Kate Connelly**  
Executive Deputy for School Improvement



**Nicola Pellatt**  
Executive Deputy for School Improvement



**Ashley Best-White**  
Executive Headteacher



Nebula Federation

Old Catton C of E VC Junior School

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## A Guide to Safeguarding for all Visitors and Volunteers



### What do I do if I am worried about a child?

If you become concerned about:-

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

Please report these concerns to the class teacher or a member of school staff who, if they feel appropriate, will pass the information on to one of the school's Designated Safeguarding Leads. Child abuse can happen to all children regardless of gender, culture, religion, social background and those with or without disability.

### What do I do if a child discloses they are being harmed?

Whilst this can be an alarming situation it is important that you know what to do in such an eventuality and for you to stay calm and controlled.

- Listen carefully to the child, particularly what is said spontaneously
- Remember not to show shock or disbelief
- Do not promise confidentiality. Reassure the child but do not make promises that might not be possible to keep
- Reassure the child that you will tell the teacher or Head Teacher who will be able to help them
- Do not interrogate or ask leading questions
- Reassure the child that it is not their fault; stress that it was right to tell
- Record carefully what the child says in their words including how and when the account was given

- Date, time and sign the record using the cause for concern form (available from school staff). Pass this on to one of the Designated Safeguarding Leads
- Be aware of your feelings about abuse and find someone to share your feelings with once the procedures have been completed .

### Visitor Code of Conduct

- Treat everyone with respect
- Provide an example you would wish others to follow
- Remember someone else may misinterpret your actions no matter how well intended
- Do not jump to conclusions without checking
- Do not permit abusive activities such as bullying or ridiculing
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others
- Do not make suggestive remarks, gestures, or tell sexist, racist or homophobic jokes
- it is best not to do anything for a child that he or she can do for him/herself
- Always tell someone if a child touches you or speaks to you inappropriately

If you are concerned about the conduct of a member of staff during your visit the following actions must take place:-

- Immediately inform the Head of School
- In their absence, immediately inform the office who will locate an Executive Leader

## Health and Safety

### Fire:

In the event of a fire alarm please use the nearest fire exit and make yourself known to a member of staff. Please make yourself aware of the nearest fire exit to where you are based.

### Accidents and Illness:

All accidents, regardless of severity, need to be reported to a first aider. Staff will inform you of the first aider nearest to where you are based. All accidents will be logged in the accident book.

Should you require a comfort break during your visit, a member of staff will be happy to direct you to our adult facilities.



### Pupil Behaviour

During your visit you might observe a pupil struggling to manage their behaviour. We would like to reassure you that staff have been trained to manage these situations keeping the child, themselves and others safe. You can help by moving away and by distracting the other pupils. Please be aware that a member of staff may ask you to leave the room until the situation has calmed.

A copy of the school's safeguarding policy is located in the main school office.