**Safeguarding Information for Visitors, Volunteers, Students, Governors and Agency Staff**

All staff and visitors have a responsibility for safeguarding our pupils. At Dean Gibson we take this very seriously. To ensure this responsibility we ask the following:

* Please ensure you have signed in and wear your Identification Lanyard at all times whilst on school property.
* Please wait for a member of staff to open the entrance door for you – whilst we are polite and thoughtful of others and the children will want to welcome you - a member of the teaching or office staff will let you in.
* Similarly, please ensure you sign out and return your Identification Lanyard on your departure to the office.
* Switch off your mobile phone/device and store it in your bag or in the office until you have completed your visit. Electronic devices may be used in the staff room.
* Do not take pictures, videos or sound recordings of any pupils, unless you have sought permission from the Headteacher.
* If you are working with a child, please ensure the office or class teacher or SENCo is aware of this, the place that you are working and how long you expect to take.
* If you are working with a child, it is imperative that you do so in an open, public space (such as a classroom, the alcove, the foot of the main staircase or outside the upstairs lift door) or in one of the meeting rooms (Music Room, Library, Meeting Room) where you and the child are visible through the glass panel of the doors. A member of the office staff or senior leadership team will direct you.
* If, during the course of your visit, you need to exit the school building onto the playground please ensure a member of the office staff know. They will provide you with a ‘walkie-talkie’ so that you can communicate with them. Please make sure you close the external door behind you.
* If you have a concern about a child please pass this on to the child’s class teacher or member of the office staff, who will then follow our safeguarding procedures. If they are not available, please speak with one of our Designated Safeguarding Officers –Sarah Tansey or Emily Martin. If you have a concern about another adult in school, please ask to speak to the Headteacher – Mrs Tansey or in her absence, the Deputy Head – Mrs Ritchie.

**Always share concerns with school staff, no matter how small they may appear; don’t keep them to yourself. No child has come to harm because adults shared information but they have come to harm when adults have NOT shared information.**

If a child says something to you that you think could be a safeguarding concern, act as above, and if possible write down what was said immediately. Listen to the child, do not question them. It is important that you do not promise them that your conversation will be kept a secret.

Thank you

SENDCo