

### Visitor Procedures

- Visitors must **sign in** at the Main Office.
- Visitor badges must be worn at all times whilst on the school site.
- Visitors should remain under the supervision of a designated member of staff whilst on site.
- Be a good role model to our pupils by being respectful, fair and considerate of others. Remember children may interpret your words/actions differently
- All visitors must **sign out** at the main office and return their visitor pass before leaving the site.

Our regular volunteers, staff and governors have a valid DBS check and wear an identity badge.

### Mobile Phones

The use of personal phones on school site by **any visitor** is not permitted.

### Photographs

Photographs must not be taken by any visitors.

### Governors

Governors play an important role in safeguarding children; they review the safeguarding policy annually and meet with school leaders regularly to monitor safeguarding processes.

### Online Safety

There is a separate policy on Online Safety.

### Keeping Ourselves Safe

Be careful 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.

Avoid being on your own with a child, always ensure that a door is open and that you are visible to others.

It's best not to do anything for a child that he or she can do for himself or herself. Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident, time and date and pass it on to one of the DSLs.

### Safeguarding Statement:

All staff and governors at Caversham Primary School recognise the duty that they have in ensuring effective arrangements are in place for safeguarding and promoting the wellbeing of children (Section 175 of the Education Act 2002).

We adhere to Keeping Children Safe in Education (KCSIE) 2024 and the local authority Safeguarding Children Board procedures.

### Safeguarding Governors:



**Prof. Chris Guy**  
Chair of Governors



**Mike Lambden**  
Safeguarding Governor

### Safeguarding Information

for

School Visitors and Volunteers

### Welcome to Caversham Primary School



We are committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors to share this common commitment.

This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it, please speak to any of the designated safeguarding leads.

Please keep the leaflet in a safe place so that you can read it again if you need to.

Jo Grover and Clare Jones- King  
Co- Headteachers

January 2025

[admin@cavershamprimary.reading.sch.uk](mailto:admin@cavershamprimary.reading.sch.uk)

0118 937 5454

**If a child discloses they might be subject to abuse:**

- **React calmly**
- **Listen carefully** to the child, particularly what is said spontaneously.
- **Do not promise confidentiality.** Explain to the child that you must pass on the information if you are worried about their safety.
- **Do not ask leading questions or make judgements.** Clarify and check your concern if you feel that you are not sure, by using, for example, "tell, explain, describe or outline" but as soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries.
- **Reassure** the child that they are doing the right thing.
- **Record** carefully what the child says in their own words including how and when the account was given.
- **Inform one of the Designated Safeguarding Leads** who will record on CPoMS- the school's Child Protection online Management System.

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

Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background, ability or disability.

A copy of the school's Safeguarding Policy is available on the school website.

### Types of harm

We all have a responsibility to keep children (under the age of 18) safe, both at home and in school. Harm is identified in four ways:

**Physical** - when a child is deliberately hurt or injured.

**Sexual** - when a child is influenced or forced to take part in a sexual activity. This can be a physical activity or non-physical activity, e.g. being made to look at an inappropriate image.

**Emotional** - 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, or visitors to the home, fighting or using violence.

**Neglect** - when a child is not being taken care of by their parents/ guardians. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left home alone.

If you are concerned about the safety of any child in our school, you **must report this to one of the Designated Safeguarding Leads (DSL).**

If you are concerned about the conduct of a member of staff or volunteer in our school, following an observation or disclosure, (Allegations against Staff / Whistleblowing Policy), you must contact one of the Co-Headteachers. If the concern is about one of the Co-Headteachers, the Chair of Governors, Chris Guy, must be contacted: [guyc@cavershamprimary.reading.sch.uk](mailto:guyc@cavershamprimary.reading.sch.uk)

### DESIGNATED SAFEGUARDING LEADS



**Mrs Grover**



**Mrs Jones- King**

**Co- Headteachers**

### DEPUTY DESIGNATED SAFEGUARDING LEADS



**Ms Sutton SENCO**



**Mr Brown**



**Mr Crockford**

**Deputy Headteachers**