Children's Services

0121 788 4300

School Nurse

0121 726 6754

Women's Aid

0808 800 028

Gingerbread Helpline

0808 802 0925

Mental Heath Crisis Team

0300 200 0011

Safe Line

Surviving Sexual Abuse

01926 402 498

RSVP

Rape and Sexual Violence Project

0121 643 4136

NCDV

National Centre Domestic Violence

0800 970 2070 or TEXT NCDV to 60777 for a call back



Safeguarding Information for Visitors

WELCOME

Safeguarding at Windy Arbor

We are committed to safeguarding and meeting the needs of children and staff in school. This leaflet will provide you with useful information and advice when working at Windy Arbor.

Please read this leaflet before signing in, when you sign in you are accepting the responsibilities detailed in this leaflet.



Our expectations of visitors:

All those who come into contact with children through their everyday work, whether paid or voluntary, have a duty to safeguard and promote the welfare of children.

Visitor Procedures

All visitors must ***sign in*** and also ***sign out*** at the front office.

All visitors will be issued with a ***visitor lanyard***: this must be worn at all times.

The school's **health and safety policy** should be followed at all times.

Mobiles phones should be switched off or put on silent mode.

It is against the law to **smoke or vape** on school premises.

All **accidents** must be reported to the **school office** immediately and a first aider will be found.

If the **Fire alarm** sounds please leave the premises via the nearest exit and proceed to other side of the school field. Once on the field please report to a member of the office staff.

The school accepts no responsibility for loss or damage to visitor's property.

DBS checks:

Anyone involved with children must be DBS checked. This is to ensure that unsuitable people are prevented from working with children.

Any volunteers who are not DBS checked will **NOT** be left unsupervised with children.

Copies of our Child Protection and Safeguarding Policies are available on our website.

Keeping yourself safe

- Be professional
- Treat children with respect
- Avoid physical contact with children unless you are preventing them from 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.

What should you do if you are worried about a child?

If you are concerned about:

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

You **MUST** inform a Designated Safeguarding Lead.

At Windy Arbor these are:

Miss Emma Lane (Inclusion Team Lead/ Lead DSL)

Miss Jane Taylor (Headteacher/ Lead DSL)

Mrs Joanna Curry (Deputy Headteacher/Deputy DSL)

Mrs Laura Woods (Deputy DSL)

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

- React calmly
- Listen carefully to the child
- Do not promise confidentiality—explain to the child that you will have to pass on information for their safety
- Do not ask any leading questions
- Inform a **DSL** at your earliest opportunity

Staff Conduct

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

- Immediately inform Miss J Taylor, Headteacher
- In her absence please inform Mrs J Curry, Deputy Head Teacher

If the concern relates to the headteacher please contact the **LADO, Kate DAVIES on 07795128638**

Or email: lado@solihull.gov.uk