



Checklist

- ➔ Have you completed the sign in procedures?
- ➔ Have you shown your valid ID and Disclosure Barring Service (DBS)?
- ➔ Have you switched off all electronic devices with camera/recording functions?
- ➔ Have you read the relevant school paperwork appropriate to your visit?
- ➔ Do the staff at the school know the purpose of your visit?
- ➔ Do you share our commitment to safeguarding the welfare of all our children?



KEY CONTACTS

Executive Headteacher

Miss J Davis

Assistant Headteacher

Mrs K Aidoo

Designated Safeguarding Lead

Mrs K Aidoo

Deputy Designated Safeguarding Lead

Miss J Davis, Ms S Parvez

SENCO

Ms S Parvez

First Aiders

All support staff

Caretaker

Mr D Wheatley

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John Wood School & Nursery is part of the Chancery Education Trust.

Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Safeguarding Information for Visitors

Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**IF YOU SEE SOMETHING,
SAY SOMETHING.**

To ensure the welfare and safety of all of our children, we ask that you read and follow the rules defined below:

- ➡ Please ensure you are never alone with a child in a closed space.
- ➡ Please ensure that you do not take any photographs or video footage of the children without prior parental consent.
- ➡ No mobile phones should be used onsite.
- ➡ Please avoid physical contact with the children e.g. hand holding, hugging, sitting children on your knee etc.
- ➡ Please do not make comments about children, staff or the school which may cause offence.
- ➡ Please do not take any confidential information off site without prior consent from the parents or Headteacher.
- ➡ Please do not engage in any dialogue which may reflect or promote extremist views.
- ➡ Please refer to our Child Protection and Safeguarding Policy which is published on the school website. A copy is also available to view in the school office.

Safeguarding is a priority here

What to do when a child discloses abuse.

- ➡ Stay calm and reassuring.
- ➡ Explain that you cannot promise to keep what the child tells you a secret—you may have to contact a social worker or the police.
- ➡ Don't make any other promises to the child—the situation may cause you to react emotionally.
- ➡ Listen and reassure.
- ➡ Do not press for details—this is likely to need further and possibly extensive investigation. It is better for the child if s/he does not have to repeat the details unnecessarily. This could also compromise a potential criminal investigation.
- ➡ Tell the child that s/he was right to tell—that s/he is not to blame for the incident. Let the child know that you understand how difficult it is to talk about such experiences. Thank the child.

- ➡ As soon as possible afterwards, record your conversation with the child. Remember the child's exact words. Record your own statements to the child.
- ➡ Refer to the school's Designated Safeguarding Lead.

