



SAFEGUARDING AT ST MICHAELS RCP SCHOOL

ADVICE FOR VISITORS

Dear Visitor,

As I am sure you are aware, at St Michael's RCP School we take safeguarding our pupils very seriously. As a visitor who comes into our school regularly, we feel that it is important that you are informed of our school Safeguarding policy and procedures so that if necessary, you are able to follow them quickly and efficiently.

Please read the guidelines and see the Safeguarding record sheet and the Body map sheet attached to this letter. This will help you to report any concerns or incidents quickly and efficiently, as well as record these on the appropriate paperwork.

Please sign the safeguarding register for outside visitors and date this to evidence that you have read and understood the St Michael's Safeguarding guidelines that you agree to adhere to.

SAFEGUARDING GUIDELINES

1. **All mobile phones to be left at the front reception** upon entering the school building. These can be picked up at the end of the session, when leaving the building.
2. **No photographs or films** to be taken of any of our pupils without prior consent from the Head teacher.
3. **Any concerns or incidents must be reported to a member of the office staff before the club ends** so that if necessary parents can be informed when children leave the school.
4. **All concerns and serious incidents should be followed up by being recorded on a Safeguarding record sheet.**
(These are available in a red folder in the staff room or please ask a member of the office staff for a copy.) **Please read the separate guideline sheet about how to fill the safeguarding sheet in.**
5. **Record any injuries that the child has accurately on one of the body map** record sheets and attach this to the written Safeguarding record sheet.
6. If you are unsure of anything on the record sheet or would like some advice about a concern that you have, please do not hesitate to speak to a member of our Office staff or Head teacher.
7. **Pass any of these sheets to one of the office staff** and if possible alert them to what it is so that they can pass it onto a safeguarding Officer as soon as possible.

Thank You

Emma Cox

SENCO/Deputy Safeguarding Lead