

### **All Visitors must**

- Sign in at reception and remember to sign out
- Visitors passes must be visible at all times
- Please ensure you remain with the allocated member of staff at all times
- Please ensure you are aware of all procedures for evacuation and invacuation. If any assistance is needed please inform staff on arrival

### **How do I ensure my behaviour is always appropriate?**

- Do not use your mobile without consent from a member of staff
- Do not give children details of your personal social media accounts, email address or phone number
- Do not initiate verbal or physical contact unless it appropriate and part of the agreed reason for your visit

### **Contacts**

The school has a Child Protection Policy and a copy is available from:  
<https://broombarns.herts.sch.uk/our-school/policies/>

In line with this, regardless of the source of harm, you **MUST** report your concern.

**The DSL is:** Mrs Currant  
Contact the DSL:  
01438 354913 or email  
admin@broombarns.herts.sch.uk

**The Deputy DSLs are:** Mrs Phillips & Mrs Hogan  
Contact the Deputy DSLs:

01438 354913 or email  
admin@broombarns.herts.sch.uk

**Head Teacher:** Mrs Currant

**The Chair of Governors is:** Mr J Martin  
Contact them via:  
admin@broombarns.herts.sch.uk



### **Quick reference guide for Safeguarding Children in Schools**

It is everyone's responsibility to keep children safe. In education settings we aim to provide a safe environment and take action to ensure that children and young people are not placed at risk of harm or likely to suffer significant harm.

This leaflet has been given to you to make sure you understand what is expected of you. Please seek advice from the Designated Safeguarding Lead or Deputy.

### When and what might I be concerned about?

At any time, you may become concerned about information indicating that a child is being harmed, whether through neglect, physical, sexual, or emotional abuse.

You may observe physical signs, changes in the child's behaviour or presentation, see signs of emotional distress or have a child tell you about a harmful experience or another child might tell you something.

#### **Harm to a child can be caused by:**

- A parent/carer
- A family member/friend
- Another child
- A member of staff/volunteer
- A stranger

### What should I do if a child shares that they are being harmed?

- Listen
- Do not promise confidentiality
- Report immediately to the DSL or DDSL
- Reassure the child you will seek support for them
- Record the details of what the child has said or you have observed on the schools Record of Concern form

### What should I do if I am concerned about member staff/volunteer?

- If your concern is about a staff member or volunteer, you should report this to the **Head Teacher**.
- If your concern is about the Head Teacher, you should report to the **Chair of Governors**.

Contact details can be found on the back of this leaflet.

### What must I do?

#### **Recognise**



**Respond:**  
inform the DSL/Deputy DSL without delay



**Record:**  
make a written record (using the child's own words), sign and date it



**Pass the record to the DSL/Deputy DSL**