

# ST OLAVE'S GRAMMAR SCHOOL



## SCHOOL VISITOR SAFEGUARDING GUIDE

St. Olave's Grammar School  
Goddington Lane  
Orpington  
BR6 9SH  
01689 820101

### Introduction

The staff and governors of St. Olave's fully recognise the responsibility they have for the safeguarding and protection of pupils. All staff and governors, including visitors, have a full and active part to play in protecting children and young people from harm. All staff and governors believe that our school should provide a caring, positive, safe and stimulating environment which promotes the social, physical and moral development of the individual pupil.

### Visitors Procedures

All visitors must sign in at Main Reception.

All visitors will be issued with a visitor's pass which must be displayed at all times.

Visitors must sign out at the Main Reception and return their visitor pass before leaving the site.

Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment.

### The Meaning of Child Abuse

Child abuse covers four main areas:

**Physical** - cuts, bruises, burns, fractures, bites etc.

**Neglect** - chronic inattention to a child's basic needs for warmth, shelter, food and clothing.

**Emotional** - extreme denial of attention, security and well-being.

**Sexual** - the involvement of children in sexual activity or as a source of sexual stimulation for one or more adults.

Child abuse can happen to all children regardless of gender, culture, religion, social background and those with or without a disability.

### What to do if you are worried about a child:

- If you become concerned about something a child says, marks or bruises on a child, changes to a child's behavior or demeanor, contact the Designated Safeguarding Lead immediately.
- If you feel that a child may be at risk of harm but are unsure then inform the Designated Safeguarding Lead immediately, who will offer advice and take appropriate action.

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

Sometimes a child may disclose information to you. If this happens then the following actions should be followed:

- **React calmly.**
- **Listen carefully** to the child, particularly what is said spontaneously.
- **Do not promise** confidentiality. Explain to the child that you may need to pass on the information if you are concerned about their safety.
- **Do not ask leading questions** You may clarify your concern using 'tell, explain, describe or outline' but as soon as your concern is confirmed, ask no further questions as further enquiries may be compromised.
- **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. Date, time and sign the document and pass it on to the Designated Safeguarding Lead or one of the Safeguarding team, immediately.

**'KEEPING CHILDREN SAFE IS EVERYONE'S RESPONSIBILITY'**

## Safeguarding Team

### Designated Safeguarding Lead:

Rochelle Maxwell

### Deputy Designated Safeguarding Lead:

Matthew Birtchnell

### Safeguarding Governor:

Safron Rose

### Designated E-safety Co-ordinator:

Rochelle Maxwell

### Headteacher:

Andrew Rees

If you suspect a child is at risk of harm, contact one of the Designated Safeguarding Officers. If you are unable to contact them and you think that a child is at risk of harm, please contact Bromley Referral and Assessment Team on Telephone: 020 8461 7373 / 7379 / 7404 / 7309 / 7026

(Mon-Fri 8.30am- 5pm)

Out of hours/weekends/public holidays 0300 303 8671 Email: [mash@bromley.gov.uk](mailto:mash@bromley.gov.uk)

If you have a concern or allegation about a member of staff, then you must inform the Head teacher or another member of staff who will inform the Head teacher. If he is unavailable or the concern is about him, you should report it to the Safeguarding Governor. If you have a concern about the Safeguarding Governor, you should report this directly to the (LADO) Bromley Local Authority Designated Safeguarding Officer, Gemma Taylor, Tel: 0208 461 7669 or email: [lado@bromley.gov.uk](mailto:lado@bromley.gov.uk).

NSPCC Whistleblowing Helpline: 0800 028 0285

Anyone concerned about an adult can contact the LADO directly.

Dial 999 in an emergency.

The Child Protection Policy is available on our website – please refer to this for further details.