

## SAFEGUARDING STATEMENT

Devonshire Infant and Junior Academies are committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment.

This leaflet explains our expectations of you while visiting our school. If you are unclear about any information in it, please speak to one of the named contacts. Please keep this leaflet in a safe place so that you can refer to it again if you need to.

If you are concerned about safety of any pupils in our schools, please immediately inform one of the Designated Safeguarding Leads.

If you are concerned about the conduct of a member of staff, please talk to the Head Teacher.

## VISITOR PROCEDURES

All visitors must report and sign in at reception.

Visitors should wear the Visitor badge/sticker at all times.

The use of personal mobile phones or cameras is strictly prohibited on site unless authorised by a member of SLT.

All visitors MUST report back to reception where they signed in to sign out before leaving the building.

Visitors needing to visit both schools must sign in at EACH reception so staff know you are on site.

**In case of fire**, assembly point is:

**Field— Infants**  
**large playground—Juniors**

## USEFUL CONTACTS

### Designated Safeguarding Leads:

Mrs Chahal  
(Designated Safeguarding lead)

Mrs Waldron  
(Head Teacher/Deputy Safeguarding Lead)

Mrs Clements  
(Deputy Head Teacher / Deputy Safeguarding Lead)

Mrs Gibson (Head Teacher/ Deputy Safeguarding Lead)

Mrs Williams (Deputy Head Teacher / Deputy Safeguarding Lead)

Mrs Medhurst (SENDSCO, Deputy Safeguarding Lead)

Miss Sharron Philpot  
(CEO)

### Academy Councillors

Ms H Tiwana (Chair)

Remember– in the unlikely event of you having a concern and none of the DSL's are in school it is **YOUR** responsibility to call Children's Services and report on **0121 569 3100**.



Devonshire Infant and Junior Academies  
Auckland Road  
Smethwick  
B67 7AT

Tel : 0121 558 1652 Infants / 0121 558 1654 Juniors  
Email: office@devjunacademy.org.uk or  
office@devinfacademy.org.uk



## Visitor Guide

## Safety and Safeguarding



### *What do I do if I am worried about a child?*

If you become concerned about:

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

You must immediately inform one of the designated safeguarding leads in school—they will offer advice and be able to take the appropriate action.

Do not leave the building until you have passed this information on.

If you are unaware whether to report, talk immediately to a member of school staff who will advise. Better to be safe than sorry—so if in doubt—always report.

Remember—Child Abuse happens to all children, regardless of gender, culture, religion, social background and those with or without a disability.

A copy of the School's safeguarding policy can be obtained by contacting the school office.

**Sometimes a child may disclose information to you—if this happens, the following action must take place:**

What to do if a child disclose they are being harmed:

- React calmly.
- Listen carefully to the child.
- Do not promise to keep a secret. Explain that you are worried about their safety and will have to tell someone in school.
- You may ask the child to clarify what they are saying by using the words 'Tell', 'Explain', 'Describe' but once you are sure about what they are saying, ask no further questions.

- Reassure the child that they have done the right thing.
- Immediately record exactly what the child has said in their words. Include the date and time and how the account was given. Date, time and sign the record. Pass onto the Designated Safeguarding Lead or Deputies IMMEDIATELY.
- Never ask a child to write a record or sign anything.

#### *Types of harm:*

Everyone has a duty to keep all children and young people safe from harm. Harm is identified in four ways:

- **Physical**—this is when a child is deliberately hurt or injured.
- **Sexual**—this is when a child is forced or influenced to take part in sexual activity. This can be physical or non physical (e.g. made to look at an inappropriate image).
- **Emotional**—This is when a child is made to feel frightened, worthless or unloved. It can be by shouting, making threats, or making fun of someone. It can also be when children see parents or visitors to the home fighting or using violence.
- **Neglect**—this is when a child is not being taken care of by their parents. It can be poor hygiene, poor diet, not keeping appointments for support, not coming to school or being left home alone.

### STAFF CONDUCT

If you are concerned the conduct of a member of staff following an observation or disclosure the following actions should be taken:

Immediately report concern to the Head Teacher or a concern that relates to the Head Teacher report to a member of the Executive Leadership Team. In their absence, inform member of the Safeguarding Team.

### KEEPING YOURSELF SAFE

Be professional. Be careful how you interact with or speak to children. Children may interpret it differently.

Avoid physical contact with children unless you are preventing them from hurting themselves or others. Some of our young children may come up and hug you—this is fine—just don't initiate 'hugs' yourself.

Avoid being on your own with a child in a room—always leave the door open and be visible to others.

It is best not to do anything for a child that he/she can do for themselves e.g. fastening trousers.

Always tell someone if a child speaks to you or touches you inappropriately. Log the incident on My Concern, time and date and pass onto Safeguarding Leads.

If you have concerns about the conduct of a member of staff it is **YOUR** responsibility to pass this on.