If a child tells you something...

A disclosure can happen unexpectedly. Your response can help the child feel heard and safe.

1	**STAY CALM** Give the child your attention. Avoid showing shock, disbelief or alarm.
2	**LISTEN** Let them speak in their own words. Do not interrupt unnecessarily.
3	**REASSURE** Thank them for telling you. Say that they have done the right thing by speaking up.
4	**DO NOT PROMISE SECRECY** Explain that you may need to tell someone who can help keep them safe.
5	**DO NOT INVESTIGATE** Use only minimal, open prompts if needed to understand what the child is saying. Do not ask leading or probing questions.
6	**REPORT IMMEDIATELY** Pass the concern to the DSL / DDSL or the school's designated safeguarding reporting point.

IMPORTANT

If a child is in immediate danger, seek urgent help from school staff / emergency services as appropriate. Do not put yourself or the child at further risk.

STOP.

Pause & make sure the child is safe.

LISTEN.

Take what they say seriously; do not investigate.

REPORT.

Tell the DSL/DDSL/Safeguarding Team immediately

St. Michael In The Hamlet Community Primary School

We are **S**afe, **M**otivational, **I**nclusive, a **T**eam and **H**appy

We are **S.M.I.T.H**!

Safeguarding

Every visitor has a responsibility to keep children safe. If you are worried about a child, act immediately and report your concern.

VISITOR
SAFEGUARDING
BOOKLET

safeguarding@smhsch.co.uk

What Keeping Children Safe means for visitors	
Child-centered practice:	Put the child's safety and welfare first.
Professional curiosity:	Take concerns seriously, including small or apparently isolated signs.
Information sharing:	Safeguarding information should be shared with the right people when necessary to protect a child.
Early action:	Concerns should be passed on without delay rather than waiting for certainty.
Safer working:	Follow the school's visitor, behaviour, online safety and safeguarding arrangements

Your behaviour should always support a safe, respectful and professional environment.

DO

- Use appropriate, respectful language and behaviour.
- Maintain clear professional boundaries with pupils.
- Speak to pupils in visible, appropriate spaces whenever possible.
- Follow staff instructions about supervision and access.
- Use school-approved systems and equipment when provided.
- Report anything that makes you uncomfortable or concerned.

DO NOT

- Use personal social media to communicate with pupils.
- Exchange personal phone numbers, email addresses or other contact details with pupils.
- Take photographs, videos or recordings of pupils unless specifically authorised by the school.
- Give pupils gifts, money, personal items or food unless this is part of an agreed school activity.
- Use physical contact unless necessary, appropriate and in line with school procedures.
- Be alone with a pupil in circumstances that could reasonably be avoided.

PHOTOGRAPHY & DEVICES

Do not photograph, film or record pupils using your personal device. Do not access, store or share pupil information unless the school has authorised it and you have a legitimate reason to do so.

Confidentiality

Safeguarding information is sensitive. Do not discuss concerns about pupils with other visitors, pupils, parents or members of the public. Pass information to the school's safeguarding team and let them decide what information needs to be shared and with whom.

	**Miss. Moreton** **Headteacher** Designated Safeguarding Lead
	**Mr. Worthington-Jones** **Deputy Headteacher** Deputy Safeguarding Lead
Extended Safeguarding Team	Mr Bannon Miss Bower Mrs Day
Pastoral and Family Help Lead	Miss Maddison
Attendance Lead	Mrs Basson
Designated Allergy Champion	Mrs Ellison
Safeguarding Governors	Rona Lucas Thomas Basson
Allergy Lead Governor	Helen Brewer

our safeguarding policies