



Baines School

Nil Sine Labore

Guidance for Visitors of Baines School

Safeguarding Children

Keeping Children Safe at Baines School

Information and guidance as to what to do if you have a concern

Please take time to read it carefully

If in doubt, report it to a member of the Safeguarding Team



Rob Shillitoe



Jenny Moxham



Katy Streetly



Clare Doherty

Designated Safeguarding Lead

Rob Shillitoe

Designated Safeguarding Officers

Jenny Moxham / Katy Streetly / Clare Doherty

The safety and wellbeing of our students is our main concern

Keeping Children Safe

Our school is committed to keeping our pupils safe, happy and well. Our Child Protection Policy sets out what is expected of us in terms of protecting the welfare of our pupils and maintaining their emotional wellbeing. We also work hard to ensure their health and safety is of paramount importance.

Security

All visitors must report to the school's main reception upon entering the school grounds. Signing in on arrival and signing out on departure is compulsory for all visitors, and a member of staff will advise you of the relevant procedures. You will be asked to wear a visitor badge to ensure you are readily identifiable to staff and pupils. If you are working directly with pupils, you will be asked to provide a copy of your DBS certificate, along with appropriate forms of identification.

First Aid

Should you require first aid while visiting our school, please report to reception. Several of our staff are first aid trained and are equipped to provide medical assistance where necessary. The School Office will ensure that you are seen by a designated First Aider as soon as possible.

Fire and Evacuation

In the unlikely event that the fire alarm sounds while you are on site at our school, please proceed directly to the main yard through the nearest door. The fire alarm is a loud siren which can be easily differentiated from the school bell. If you are the first person to discover a fire, please notify the nearest member of staff, who will sound the alarm and initiate the evacuation procedure. If you are unsure of where to go or how to make your way there, you should approach a member of staff who will be happy to direct you accordingly. You should not attempt to return to the building until you have been given the all-clear.

All staff have received extensive training regarding what to do in the event of an emergency and will ensure that all pupils are calmly escorted to safety, where a register will be taken to account for the presence of every pupil and visitor on site.

The **lock down alarm** is a persistent school bell and if this should sound, you are asked to go into the nearest room, lock the door behind you and ensure you are hidden from view. You will be directed as to when you can then come back out.

Conduct of Visitors

We would ask all visitors to refrain from initiating verbal or physical contact with pupils unless this is part of the remit of your visit (e.g. the School Nurse). The use of expletives or innuendo is not permitted by staff or pupils, and we expect the same of our visitors. Visitors should also avoid disclosing any personal information to pupils, including contact numbers, email addresses, and details of social media or networking accounts. Visitors should also abstain from discussing personal relationships with pupils or making unprofessional comments.

Our school promotes equality and diversity, and forbids any form of discrimination on the basis of ethnicity, gender, sexual orientation, religion or social class. We would ask that visitors embrace this ethos when visiting Baines School, and if they witness any form of discrimination taking place, to report this to the School Office immediately.

Child Protection

If, during your visit, you encounter any situation that gives rise to concerns about the conduct of a member of staff or the safety of a pupil, please report to the School Office and ask to speak with the Designated Safeguarding Lead.

If a pupil approaches you and discloses information that suggests they may have been the victim of emotional, sexual or physical abuse, or neglect, we would urge you to do the following:

- Don't promise to keep your conversation a secret - make the pupil aware that you will need to pass the information on to an appropriate member of staff;
- Listen to the pupil without interrupting or asking any searching / leading questions. Don't let the pupil think you are doubting their account of events or that you are not paying attention to them;
- Let them explain what happened in their own words, and in their own time;
- Reassure the pupil that action will be taken to keep them safe.

A pupil may not approach you directly, but you may notice other signs that concern you: bruises or injuries that are unaccounted for, uncharacteristic behaviour, signs of neglect and/or poor hygiene, worrying or disturbing art work, use of extremist language, conversations that you have overheard between students. If you feel there are grounds for concern and believe a pupil's welfare could be at stake, even in the absence of concrete evidence, it is vital that you report your observations to the Designated Safeguarding Lead. The same procedure applies if you suspect, or a pupil tells you directly, that they are being bullied by another pupil at school.

Smoking

Our school operates a no-smoking policy for the benefits of pupils and staff alike. We would ask that all visitors refrain from smoking on school premises.

Health and Safety

Our school is vigilant about health and safety, and aims to provide a safe and secure environment for pupils. All visitors are requested to adhere to any guidelines that they are made aware of, but if any potential hazards are noted, these should be reported to the School Office so the appropriate remedial action can be taken.

Complaints

If you have a complaint about our school or a specific member of staff, please ask for a copy of our Complaints Policy. We will deal with complaints in a timely and professional manner and aim to reach an amicable resolution wherever possible.



Baines School

Highcross Road

Poulton-le-Fylde

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Email: admin@baines.lancs.sch.uk

Safeguarding information is also available from the school website

www.baines.lancs.sch.uk

Safeguarding is Everybody's Responsibility