OUR SAFEGUARDING TEAM



Mrs Whiting
Designated Safeguarding Lead (DSL)



Mrs Earl
Deputy DSL



Mrs Rodger-Weetman
Deputy DSL

LOWER SCHOOL



Ms. Todd
DSL

MIDDLE SCHOOL



Mrs. Kilpatrick
Deputy DSL

UPPER SCHOOL



Mrs. Wilhelm
Deputy DSL

SAFEGUARDING IS EVERYONE'S RESPONSIBILITY

The basic principles of safeguarding are:

- RECOGNISE
- RESPOND
- REFER
- RECORD

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020 8680 2141

St Giles' School

Safeguarding Guide

for school visitors and volunteers

We are committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors to share this common commitment.

This leaflet contains information about our expectations of you whilst visiting the school. It gives information about our Safeguarding and Emergency procedures.

Please keep this leaflet in a safe place so you can read it again if you need to.

WE ARE A NUT/SEED FREE SCHOOL

Please do not bring nut products onto the school site

WELCOME

- All visitors must **sign in** at Reception on arrival and **sign out** before leaving
- Your visitor badge must be visible at all times
- Remain at Reception until met by a member of staff
- When working with students, ensure you remain visible to others
- Mobile phones must not be used on the school site
- Do not take photographs unless agreed in advance
- Lunches must be eaten in staffrooms and stored in staffroom fridges only
- Report any unacceptable behaviour or concerns to a member of staff
- Please share with reception if you have any allergies

Our permanent staff have a valid DBS and wear a blue lanyard

Our Agency staff have a valid DBS and wear a green lanyard, or Visitor Sticker for special events where attendee numbers are higher than 10

red lanyard

Our Governors have a valid DBS and wear a black lanyard

Our Visitors without a DBS wear a red lanyard

SAFEGUARDING

Every child has the right to be safe from harm. Everyone has a responsibility to help keep our students safe

If you see or suspect something that concerns you, report it immediately to the Designated Safeguarding Lead (DSL). If you are unsure whether something is a concern, report it anyway. The Safeguarding Team will provide advice and take appropriate action.

STAY CALM AND OBSERVANT

- Note what you see or hear
- Look for signs of distress, neglect, inappropriate behaviour or unsafe situations
- Do not make assumptions

DO NOT INTERVENE

- Do not question individuals or attempt to investigate
- Prioritise the safety, dignity and privacy of students

REPORT IMMEDIATELY

- Speak to the DSL or a senior member of staff
- You may be asked to complete a **Pink Safeguarding Concerns Form,** available from Reception
- Give clear, factual information: who, what, when and where

MAINTAIN CONFIDENTIALITY

- Do not discuss your concern with others
- Allow the Safeguarding Team to manage the situation
- If you are unsure whether your concern has been received, check with the DSL

IF A CHILD MAKES A DIRECT DISCLOSURE TO YOU

- Listen calmly, without showing shock, disbelief or judgement
- Take what the child says seriously
- Do not ask leading questions or investigate
- Do not promise confidentiality. Explain that you need to share the information with the DSL.

SAFEGUARDING

- Make a brief, factual note as soon as possible, including the date and time
- Record what you saw or heard without interpretation or assumptions
- Report the disclosure to the DSL immediately
- Your vigilance helps keep our students safe. Thank you for supporting our safeguarding procedures.



STAFF CONDUCT

If you have a concern about a member of staff's conduct:

- Immediately report it to the Headteacher.
- If the Headteacher is unavailable, report it to the Deputy Headteacher.
- If your concern is about the Headteacher, report it to the Chair of Governors, Paul Thirkettle.



FIRE & EMERGENCY

If you discover a fire:

- Operate the nearest fire alarm.

If the fire alarm sounds:

- **In class:** Follow the teacher's instructions and evacuation route
- **Not in class:** Take the nearest safe route to the assembly point
- Remain calm and quiet
- Do not stop to collect belongings
- Follow SGS staff and the signs to the assembly point for your area
- Remain at the assembly point until given further instructions



FIRST AID

If you require first aid, please contact reception who will arrange for a member of the First Aid Team to assist you.