

# Safeguarding



## Information for visitors and volunteers



## Everyone's Responsibility

No child should suffer harm of any form, either at home or in school.  
Everyone who works or visits our school has the responsibility to make sure  
that all our student are safe.

This leaflet has been given to you to make sure you understand what is  
expected of you as a visitor to Queen Elizabeth's Grammar School.  
Please ask the person who gave it to you if you are unclear about anything in it, and  
keep the leaflet in a safe place so that you can read it again if needed.

If you are worried about the safety of any young person in our school, you must report  
this to the Designated Safeguarding Lead in school who will act in the best interests of  
the child.

## Dos and Don'ts

Do wear your visitors badge at all times

Do be aware that verbal interaction with students may be misinterpreted by  
them as offensive or harassment – even if this was not your intention

Do report any unacceptable behaviour by any student to staff immediately

Do not instigate verbal or physical contact with students (this applies both on  
and off site) unless it is part of an arranged reason for your visit

Do not give any personal information to any student, such as your mobile  
number, email address or personal websites.

Do not take photographs of our students on personal devices, phones etc.

Do not accept or respond to a student attempting to give you're their personal  
information, for example their mobile number, email or personal website

Do not accept physical or verbal abuse from a student. DO NOT respond your-  
self, but report immediately to a member of staff

Do not be in an unsupervised one to one situation with a student unless this is  
part of your reason for visiting and agreed by the school

## The Safeguarding Team

# QUEEN ELIZABETH'S GRAMMAR SCHOOL SAFEGUARDING

### Designated Safeguarding Lead:



**Mr Garrity**  
Headteacher and  
Designated Safeguarding Lead (DSL)

### Deputy Designated Safeguarding Leads:



**Mr Drake**  
Child Protection Officer  
and Deputy DSL



**Mr Walker**  
Assistant Headteacher  
and Deputy DSL



**Miss Robinson**  
Assistant Headteacher  
and Deputy DSL



**Mrs Pett**  
Family Support Worker  
and Deputy DSL

### Online Safety:



**Mr Bowbanks**  
Online Safety  
Co-ordinator & CEOP  
Ambassador

### Prevent:



**Mr Drake**  
Child Protection Officer  
and Prevent Lead

**Out of Hours Safeguarding Concerns Contact:**  
**'Call Derbyshire' on 01629 533190**

# Key information for Visitors and Volunteers

## The importance of a clear crisp reporting structure

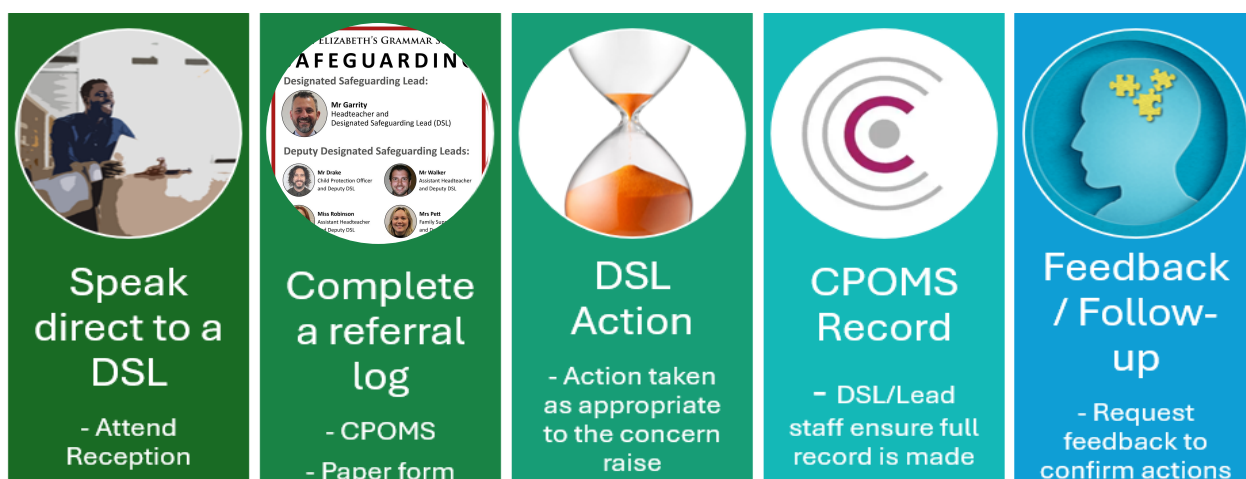
Please report any child protection or health and safety concerns to the main school office. Accidents must be reported to the school office where an accident report form can be completed.

If the fire alarm sounds please make your way out of the building calmly and promptly following the FIRE EXIT signs. Smoking/Vaping is not permitted on ANY part of the school grounds. In lockdown, find the nearest safe space and remain there.

Dogs are not permitted on any part of the school grounds. Please remember to sign out and return your visitors lanyard to the main school office before leaving the premises, even if you are due to return the same or following day.

### Where do I report a concern or disclosure?

**CPOMS** is our main reporting platform. If unable to access this system report to reception at the Green Road or Boothby campus and request to see a DSL in person. Once initial discussion and report is completed it is assigned to a **DSL** for action. They will complete a full report and you should seek feedback to confirm action and support is being provided.



If you become concerned about:

- Something a student says
- Marks or bruising on a student
- Changes in a child's behaviour or demeanour

You must inform the DSL or one of the Deputies. If you feel that a child may be at risk of harm, but are not sure, then inform the DSL or Deputy who will offer advice and take appropriate action. Child abuse can happen to all children regardless of gender, culture, religion, social background and those with or without a disability.

**Staff Conduct** If you are concerned about the conduct of a member of staff following an observation or disclosure the following action must take place: Immediately inform the Headteacher



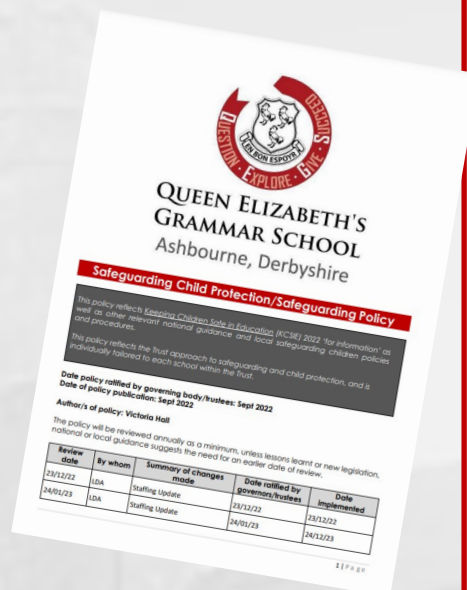
# Policies and Processes

## Our Policy

Like other schools, we have a Safeguarding policy and clear actions for addressing concerns as they arise.

You can view, read and download a copy of our Safeguarding policy and other information direct from our school website.

Our policy reflects the Trust approach to safeguarding and child protection, and is individually tailored to our school within the Trust framework of recommendations.



## Guidance for dealing with disclosure

- 1: Remember that the child's welfare is most important at all times
- 2: Listen carefully to the child and allow them to talk at their pace
- 3: Do not show shock at what you may be told—this may discourage the child from continuing
- 4: Do not investigate yourself. Encourage them to Tell, Explain, and Describe
- 5: Remain calm. Reassure the child that they have done the right thing in talking to you.
- 6: Do not promise to keep a secret or retain confidentiality
- 7: Record factually what the child has told you and what you observed. Record the time, date, place and specific words/phrases they used.
- 8: If you have seen or been told of injuries, describe where these are on the body.

**Inform the DSL or a Deputy as soon as possible and then work with them to ensure actions are taken and records made on CPOMS**

**Thank you for taking the time to review this leaflet and we hope you have found it informative.**