

As an adult working directly with children in this school you have a **duty of care towards all pupils**. This means you must act at all times in a way that is consistent with their safety and welfare.




You must follow the principles of safer working practice, which include use of technology. On **no account** should you make contact with pupils or take images of pupils on personal equipment including your mobile phone.

If the behaviour of another adult in the school gives rise for concern, you must report to a senior member of staff.

"Everyone who comes into contact with children and their families has a role to play in safeguarding children."

Welcome to **St. Osmund's**

Your Safety Matters to us!

- Please wear your **visitors badge** at all times during your visit. 
- Please be aware that **smoking** is not permitted in any area of the school site. 
- If you bring **children** other than St. Osmund's Middle School children onto the school site, please be responsible for them at all times.
- We politely ask that **mobile phones** are **NOT** used within the school building. 
- As a school we are committed to safeguarding and promoting the welfare of all pupils. If you have any questions about our procedures, please ask at reception for the Designated Safeguarding Lead.
- In the event of a fire, the schools alarms will sound and everyone must evacuate the building by the nearest least congested exit.
- If you should discover a fire, raise the alarm using the nearest **Break Glass Point** or inform a member of staff.



The Fire Assembly Point is on the tennis courts above the sports centre – staff will escort you.

- Should you become aware of a hazard whilst visiting our school please inform the main school office.
- There are First Aiders onsite. If you sustain an injury please report this to the main school office.

Thank you for taking time to read this.



Safety and Safeguarding Children

Advice for visitors, volunteers and visiting professionals

**St. Osmund's C E Middle School,
Barnes Way, Dorchester, Dorset DT1 2DZ.
Tel 01305 262897
www.stosmunds.dorset.sch.uk**



If a pupil talks to you about (discloses) sexual or physical abuse:

- Listen carefully without interruption, particularly if she/he is freely recalling significant events.
- Only ask sufficient questions to clarify what you have heard. You might not need to ask anything but, if you do, you must not 'lead' the pupil in any way so should only ask 'open' questions.
- Make it clear you are obliged to pass the information on, but only to those who need to know.
- Tell the Designated Safeguarding Lead (DSL) or a Deputy DSL without delay.
- Write an account of the disclosure as soon as you are able (definitely the same day), date and sign it and give it to the DSL.

Please **do not** ask the pupil to repeat the disclosure to anyone else in school.

Do not ask him/ her or any other pupil to write a 'statement', or inform parents. *You are not expected to make a judgement about whether the child is telling the truth.*

Designated Safeguarding Lead (DSL):

Claire Davies

Deputy Safeguarding Leads:

Simon Beet

Gareth Biddle

Clare Deeney

School Safeguarding Governor:

Nikki Fowler



Local Authority Designated Officer (LADO)

Martha Sharp lado@dorsetcc.gov.uk

All staff and Governors, volunteers, and visiting professionals connected with the school will have an enhanced Disclosure and Disbarring Service (DBS) check. This is to ensure that unsuitable people are prevented from working with our pupils. Please ensure that you inform our DSL if you become subject to any criminal convictions, caution or investigation. This helps to protect you as well as the young people in your care.

The following is not an exhaustive list but you might become concerned as a result of:

- seeing a physical injury which you believe to be non-accidental
- observing something in the appearance of a pupil which leads you to think his/her needs are being neglected
- a pupil telling you that she/he has been subjected to some form of abuse

In any of these circumstances you must write down what you observed or heard, date and sign the account and give it to the DSL or Deputy DSL.

Remember ...

Please share any concerns, don't keep them to yourself!

Thank you for your support in helping keep our pupils safe.