

CONTACTS

The school have safeguarding, child protection and health & safety policies; copies are available from

The School Office

or by visiting us on-line at
<https://sharpscopseprimary.co.uk>

To support this, regardless of the source of

harm, you **MUST** in the first instance report your concern(s) to one of our following members of staff:

Our Designated Safeguarding Lead (DSL) is Mr Mike Elsen, Headteacher

or our deputy DSLs

Mrs Lin Cutting. Mrs Amy Fairall
and Mrs Kate Wood

If your concern is about the Headteacher, contact the Chair of Governors

Mrs Jane Towers via the school office
by calling **023 92484545**

Further Contact Details

Children's Service Department
District Service Manager

0300 5551384

out of hours

0300 5551375

School

Sharps Copse Primary School
Prospect Lane
HAVANT

Hants PO9

5PE

023 92484545

Email

adminoffice@sharpscopse.hants.sch.uk

Website

<https://sharpscopseprimary.co.uk>

Everyone at Sharps Copse shares the same objective to help keep **children** and **young people** safe

Please familiarise yourself with our **Health & Safety Policy** available on our website including information on **fire procedures**

Please also refer to **Keeping Children Safe in Education (KCSiE) 2024**

Sharps Copse Primary School



VISITOR SAFEGUARDING INFORMATION BOOKLET



Child Protection Advice for Volunteers and Visitors to our School

Thank you for visiting our school and/or your interest in supporting us as a volunteer

At Sharps Copse we are committed to safeguarding children in our care to meet their needs

We hope this leaflet provides you with useful information and advice whilst working with or visiting our children at Sharps Copse

What are my responsibilities as a volunteer or visitor?

Staff, volunteers and visitors who come into contact with our children via their everyday work, have a duty of care by promoting and supporting our safeguarding procedures to benefit the welfare and well-being of all our children

When and what might I be concerned about?

Your concern may be about information that suggests a child is being neglected or experiencing physical, emotional or sexual harm

You may observe physical signs, such as changes in behaviour or presentation, picking up on signs of emotional distress or the disclosure of a harmful experience

Harm to a child can be caused by

A parent or carer
A family member or friend
Another child
A stranger
A member of staff, volunteer or visitor

What should I do if a child discloses that he or she is being harmed?

LISTEN

Carefully to what is being said to you

Don't interrupt

REASSURE

the child that **IT'S NOT THEIR FAULT**

EMPHASISE

That telling you is the right thing to do

DON'T PROMISE

to keep secret what has been disclosed;
explain this needs to be shared with who, why and what may happen next

ASK NON-LEADING QUESTIONS

TELL = tell me what you mean by that?

EXPLAIN = explain to me what happened last night?

DESCRIBE = describe to me what you were thinking and feeling?

What must I do?

- Always share your concerns/instinct with a member of staff
- Make a written record using the child's own words; always sign and date
- Pass the written/verbal record or concern to a member of staff without delay

The sharing of this information may not be enough on its own for a child protection referral, however it helps us towards making a decision about risk of harm to the child and may add to a bigger picture

