



# Emmaus Church of England and Catholic Primary School

## Safeguarding advice for visitors

September 2025

The following guidance should be personalised by the school and given to all visitors:

**Our school is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment.** By signing in and out of the visitors' book/e-portal you are agreeing to follow the advice within this leaflet. All visitors must wear the visitor's badge provided by reception. An adult without a badge will be accompanied to the school's reception to confirm they have signed in.

**Visitors must be accompanied at all times by a member of the school staff.**

**Unsupervised visitors:** If your visit involves unsupervised contact with young people you will be asked to show the photographic ID badge provided by your employer and written confirmation that you have an Enhanced DBS Certificate including a Barred List Check. You may be required by the school to present your Enhanced DBS Certificate. We will not make a copy of your certificate. We will simply note the level of the check undertaken. You will also need to read and understand the school's Code of Conduct for Adults and Part 1 of the DfE's Guidance, 'Keeping Children Safe in Education' (2022). The school's Child Protection Policy is available on the school's website.

**If you have ANY concerns about a child's welfare or well-being or have a concern about the behaviour of any adult within the school towards a child:**

- Discuss your concerns without delay with the Designated Safeguarding Lead or the Headteacher or a member of the safeguarding team.
- Remember it is important to share your concerns even if you are unsure.
- Anyone (in emergencies or if they need to) can make a referral directly to Children's Services.
- The Local Authority Designated Officer (L.A.D.O.) for managing allegations against staff and volunteers can be contacted via Children's Services.
- The school office can provide you with a copy of the school's procedures for managing allegations against staff and volunteers.

**If a child makes a disclosure to you:**

- Do not investigate but report them immediately to the Designated Safeguarding Lead, Deputy Designated Safeguarding Lead or another member of the senior staff at the school
- Avoid being shocked or embarrassed.
- Listen to the child without interrupting them.
- Do not promise to keep a secret.
- Do not ask the child any leading questions.
- Reassure them that 'it is not their fault and they have done the right thing to tell you'.
- Immediately following the disclosure report your concerns to the Designated Safeguarding Lead (see below) and write down what the child said using the child's own words and phrases. Sign and date this document and hand it to the Designated Safeguarding Lead.
- Consider how best to manage your own feelings
- Following reporting your concerns remember that the disclosure and the child's identity should remain confidential

The school can provide additional national guidance in respect of safer working practices for all adults working with young people, including advice regarding 'on-line safety'.

**Remember:**

- provide a positive role model to young people
- dress appropriately, ensuring your clothing is not likely to be viewed as offensive or revealing
- treat all members of the school's community with respect and tolerance
- work with children so that you are visible by a member of the school staff
- respect a child's privacy and dignity
- always be able to justify any physical contact you have with a young person
- always report any situations that arise that you may feel may give rise to a complaint or misunderstanding in respect of your own actions
- There should be no delay in ringing 999 and requesting fire, police or an ambulance.

**Never:**

- Photograph a child without the school's permission
- Never use your personal mobile phone in areas used by young people
- Ignore inappropriate behaviours towards children either by other children or adults
- Share personal details with a child
- Meet or contact the child out of school including by text, email, Facebook or other social media or give a child a lift home
- Discuss the school, children or adults working within the school on social media
- Make inappropriate comments to a child including racist, homophobic, sexist or sexualised comments
- Give gifts to a young person (unless part of the school's agreed rewards policy or with the agreement of your line manager) or show them preferential treatment

**Key staff or governors:**

Headteacher: **Alan Williams**

Designated Safeguarding Lead: **Claire Creer (Assistant Headteacher)**

Those trained to deputise for the Designated Safeguarding Lead: **Alan Williams (HT), Carol Yates (DHT) and Chris McGivern (SEND HLTA, Extended School)**

Chair of Governors: **June Simm**

Safeguarding Governor: **Kath Nelson**

Names of First Aiders: **Sue Hope and Sue Williams – in the main office.**

**Other Safeguarding Guidance:** There is Safeguarding Noticeboard in the staff room with comprehensive support materials available. You can also locate further information on the school website.

**In the case of a fire follow the following procedures:**

- If you discover a fire, the alarm should be sounded. There are break glass fire alarms around the school.
- In the event of a fire alarm, all adults and children must evacuate the building by the most direct route possible and assemble outside. There are specific assembly areas for the classes but as a visitor please go to the nearest assembly point on the infant playground, junior playground or the area by the flags at the front of the school.
- All fire exits are clearly marked.
- If you are responsible for a child, lead them quickly and quietly to the nearest area and report to a member of staff immediately.
- If you are unsure of the whereabouts of a child, please report this to a member of staff without delay.
- Classteachers will register their class and check that everyone is accounted for.
- A member of the Senior Leadership Team will allow re-entry to the building once they have declared it safe to do so.

**Safeguarding Team**



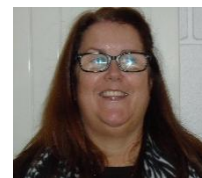
**Claire Creer**  
Assistant Headteacher  
DSL SENCO



**Alan Williams**  
Headteacher  
Deputy DSL



**Carol Yates**  
Deputy Headteacher  
Deputy DSL



**Chris McGivern**  
HLTA/Extended Schools  
Deputy DSL