

## What do I do if I am worried about a child?

If you become concerned about:

- Something a child says
- Marks on a child
- Changes in a child's behaviour

Please report these concerns to a member of the Class Team. Child abuse can happen to all children regardless of gender, culture, religion. Social background and those with or without disability.

## What do I do if a child discloses they are being harmed?

- **React calmly.**
- **Listen carefully** to the child, particularly what is said spontaneously.
- **Do not promise confidentiality.** Explain to the child that you must pass on the information to help keep them safe.
- **Do not ask leading questions.**
- **Reassure** the child that you are doing the right thing.
- **Record carefully** what the child says in their own words, date and time and pass this on immediately to the DSL.

## Our Safeguarding Team

**Mrs Diffin**

Headteacher and **Designated Safeguarding Lead**



**Deputy Designated Safeguarding Leads**

**Mrs Howett**

Deputy  
Headteacher



**Mrs Asghar**

Assistant  
Headteacher



**Mrs Carter- Safeguarding Lead Teacher**

**Mrs Vincett- Inclusion Leader**

**Mrs Leadbeater- Safeguarding Champion**

**Mrs Dearie- Safeguarding Champion**



Cavendish Close  
Infant and Nursery School

# A Guide to Safeguarding for all Visitors and Volunteers



Working together, everyone's responsibility.

## Welcome to Cavendish Close Infant and Nursery School.

### Safeguarding Statement

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

This leaflet contains information about our expectations of you whilst visiting our school. If you require any clarification, please speak to a member of our Safeguarding Team.

If you are concerned about the safety of any child in our school, you must report this to the Designated Safeguarding Lead (DSL).

### Visitor Procedures

- Visitors must **sign in** at the Main Office.
- Visitor badges must be worn at all times whilst on the school site.
- Visitors should remain under the supervision of a designated member of staff whilst on site.
- All visitors must **sign out** at the Main Office before leaving the site.

## Health and Safety

### Fire:

In the event of a fire alarm please use the nearest fire exit and make yourself known to a member of staff. Fire evacuation procedures are displayed in each room, please make yourself aware of the nearest fire exit to where you are based.

### Accidents and Illnesses:

All accidents need to be reported to a first aider. Staff will inform you of the first aider nearest to where you are based.

### Toilet facilities:

Should you require a comfort break during your visit, a member of staff will be happy to direct you to our adult facilities which are located around school.

### E-Safety

To protect our children we respectfully ask that you **do not use your mobile phone** during your time in school. If this is an issue, please speak to a member of staff on your arrival.

**Under no circumstances should you take photographs of our children whilst at our school.**

## Keeping Yourself Safe

- Be professional and treat everyone with respect.
- Avoid physical contact with all children.
- Avoid being on your own with a child, always ensure that a door is open and that you are visible to others.
- It is best not to do anything for a child that they can do for themselves.
- Always tell someone if a child touches you or speaks to you inappropriately.
- If you have concerns about the conduct of staff, it is your responsibility to inform the Headteacher.
- During your visit you may observe a child who is dysregulated. We would like to reassure you that staff have been trained to manage these situations keeping themselves and others safe. You can help by moving away.

[Our full Safeguarding and Child Protection Policy 2023-24 can be accessed on the school website.](#)