



# Safeguarding at Grey Court

## Information for Visitors

### Welcome to Grey Court School

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff, governors, volunteers and visitors to share this commitment. We are aware that safeguarding incidents could happen anywhere and staff should be alerted to concerns.

### Our Designated Safeguarding Leads (DSLs)



**Ms Price - DSL**



**Mrs Mercer - Deputy DSL**

### Visitor Procedures

- Visitors must sign in at the main Reception
- Visitor identification 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 Reception and return their visitor pass before leaving the site.

Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, wherever possible.

### Photographs

- Visitors are **not** permitted to take photographs or videos.

### Governors

Governors are aware of their role in safeguarding children, reviewing the safeguarding policy annually and ensuring independent contractors have the required child protection procedures.

## Disclosures

If a child discloses that they might be subject to abuse:

- Remain calm
- Listen carefully to the child
- Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety
- Do not ask leading questions or make judgements. Clarify and check your concern if you feel that you are not sure, by using, for example, tell, explain, describe or outline, but as soon as you believe that there might be a genuine issue, ask no further questions.
- Reassure the child that they are doing the right thing
- Record carefully what the child says in their own words including how and when the account was given (date and time) with your name and contact details. Please hand this report to the main Reception. This will be passed on to one of the Designated Safeguarding Leads.

If you feel that a child may be at risk of harm but are not sure, then inform one of the Safeguarding Leads immediately. They will offer advice and take appropriate action.

Child abuse can happen to any child regardless of gender, culture, religion, social background, ability or disability.

## Types of Harm

We all have a responsibility to keep children (under the age of 18) safe, both at home and in school. Harm is identified in four ways:

1. **Physical** - when a child is deliberately hurt or injured
2. **Sexual** - when a child is influenced or forced to take part in a sexual activity. This can be a physical activity or non-physical, eg being made to look at an inappropriate image
3. **Emotional** - when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors in the home, fighting or using violence
4. **Neglect** - when a child is not being taken care of by their parents/guardians. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school and being left home alone.

## Keeping Yourself Safe

- Be professional. Be careful how you interact with or speak to a child, the child may interpret it differently
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others
- 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. Log the incident, time and date it and pass it on to one of the safeguarding team
- If you have concerns about the conduct of staff, it is your responsibility to inform the Head Teacher.

***Remember, if in doubt, ask***

If you are concerned about a child you must report this to a member of the safeguarding team.

If you are concerned about a member of staff working with a child you must report this to the DSL, Ms V Price, or the Deputy DSL, Mrs S Mercer, or the Headteacher, Mr C Rhodes. This should not only relate to concerns of direct abuse but also where there are concerns about safeguarding practice or failures to protect a child.

Please refer to the child protection and safeguarding policy on the school website.

**Grey Court School Safeguarding Key Contacts**

**Designated Safeguarding Lead: Ms V Price**

vprice@greycourt.org.uk

The Deputy Designated Safeguarding Lead:

**Ms S Mercer**

smercerc@greycourt.org.uk

The Nominated Governors for Safeguarding:

**Mr J Knott and Ms E Rowley**

jknott@greycourt.org.uk

erowley@greycourt.org.uk

Medical Room Manager:

**Ms A Pandelejmoni**

apandelejmoni@greycourt.org.uk

Outside of school hours you should contact: Richmond and Kingston Children's Services Single Point of Access Team  
020 8547 5008

**If a child is at risk of immediate harm, call 999**