

## Disclosure by a child

If a pupil discloses any information of concern to you should:

- Listen.
- Tell the pupil that you need to tell someone else—you cannot promise confidentially.
- Make accurate notes of what has been said by the pupil (in their own words) as soon as you can afterwards and pass this immediately to any of the DSLs.
- Remember, it is not your responsibility to investigate, but to report

### **Designated Safeguarding Lead:**

Mrs Q Buchanan  
(Home School Link Worker)

### **Deputy DSLs:**

Miss R Mackie (HT)  
Miss L Ryder (DHT)  
Mrs K Sheik (DHT)  
Mrs Z Jones (AHT)  
Mrs T Peacock (AHT)  
Mrs G Jones (AHT)



## **Other General Information**

**Fire and Emergency Evacuation:** A copy of the fire procedure and directions to the assembly point can be found in every room. Please familiarise yourself with it on arrival. If the fire alarm sounds, a two-toned ring, please leave the building immediately and assemble on the playground (next to the car park). Pupils will line up in their classes. Visitors will be directed to the visitors' registration area by a member of staff.

**First Aid:** Please ask at Reception if you need assistance, if covering a lesson and a child is taken ill, please send a TA or sensible child to the main office to ask for assistance.

**Staff Room:** Located close to the main reception, please help yourself to tea or coffee. A fridge is available to store any food.

**Access to the Internet:** All users of the school systems and Wi-Fi must comply with the Acceptable Use Policy. Please ask our IT Manager for details.

**Visitors' Toilets:** Staff toilets are located along the corridor opposite the year two classrooms. Please ask at Reception for directions.

**Parking & Disabled Access:** Limited parking is available in our car park, but spaces can be reserved if necessary. There is ramp or flat access to all the main buildings.

**Reporting defective equipment or hazards:** Please report these to Reception.

**No Mobile Phones:** We have a 'no mobile phones' policy so please keep your phone away when around any children.

### **Guildford Grove Primary School**

**Telephone:** 01483 504713

**Headteacher:** Miss R Mackie

**E-mail:** [info@guildfordgrove.surrey.sch.uk](mailto:info@guildfordgrove.surrey.sch.uk)

**Website:** <https://www.guildfordgrove.surrey.sch.uk/>



## **Visitor &**

## **Safeguarding Information**

**Welcome to**

### **Guildford Grove Primary School**

Please take a few moments to read this leaflet. We are committed to safeguarding and promoting the welfare of our children and this requires all staff and visitors to demonstrably share this commitment.

Contained in this leaflet is information about our child protection and safeguarding procedures and guidance on what you should do if you have any concerns.

**At Guildford Grove, we remind you that 'Safeguarding is Everybody's Responsibility'. This includes all staff, volunteers & visitors.**

**Please sign in on arrival and collect your visitor's lanyard. Please wear the lanyard at all times to avoid being challenged by staff or pupils.**

**Remain with your 'host' at all times unless we confirm we have had prior DBS clearance for you. If you do not have DBS clearance, you MUST be accompanied by Guildford Grove staff at all times.**

**On departure please sign out and return your lanyard.**

## **Safeguarding Children**

As a visitor to our school, either as a contractor, volunteer, supply teacher or someone that has come to work with our children in any capacity, it is important that you are aware of our safeguarding procedures.

- Please refer to the back page of this leaflet for contact details of our safeguarding team. Or, please contact Reception who can locate them for you.
- If there is any reason to suspect that a student has suffered bullying /child on child abuse, discrimination, or is likely to suffer significant harm, you must inform the Designated Safeguarding Lead (DSL) immediately. Our staff will then follow the procedures according to the school Safeguarding Policy.

Please share any concerns with the safeguarding team personnel or reception. If you remember anything later please contact [dsl@guildfordgrove.surrey.sch.uk](mailto:dsl@guildfordgrove.surrey.sch.uk)

**Children Acts 1989 & 2004**

**Education Act 2002**

**Working Together to Safeguard Children  
2018 (update 2021)**

**Keeping Children Safe in Education 2023**

## **Keeping Everyone Safe**

We hope that you have an enjoyable visit to Guildford Grove. Our main priority is to ensure that everyone who visits is aware of their responsibilities towards making sure all children are safe. Please remember the following:

- If you are working in any situation with pupils, we must have confirmation that all the necessary safeguarding checks have been carried out, including the Enhanced DBS Disclosure. You will then be given a GREEN LANYARD upon sign-in.
- If we have not had confirmation or sight of your Enhanced DBS, you will be expected to wear a RED LANYARD and must be accompanied by a member of staff at all times.
- You must not have any physical contact with any pupil.
- The use of mobile phones, cameras and taking photographs is not permitted without authorisation from the Headteacher.

## **What is Abuse?**

Any form of neglect, physical, emotional or sexual mistreatment or lack of care that leads to harm or injury. It can happen to any child regardless of their age, gender, race or ability.

## **What is Discrimination?**

Direct discrimination is where you are treated less favourably because of your protected characteristics than someone without these would be treated in the same circumstances and there is no justification. This also covers race, ethnic or national origin, language, religion or belief, gender, gender reassignment, sexual orientation, disability, social class, responsibility for other dependants or where the person lives.

## **What is Bullying?**

A deliberate, repeated attack on the self-esteem or the person of an individual pupil. It includes name-calling, silence/exclusion from the social circle, emphasising differences, threatening behaviour, racial/sexual harassment, extortion and physical abuse. It may vary in severity, frequency and in the numbers of people involved.

**People working in schools are uniquely placed to notice signs and symptoms of abuse and to support children who are subject to abuse or living in abusive situations.**