

# School Visitor Safeguarding Guide

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## Our Safeguarding Team



**Designated Safeguarding Lead:**

Mrs. Emma Jones - Assistant Head, Pastoral - ext. 208.



**Deputy Designated Safeguarding Lead:**

Mr. Shaun Moody, Headteacher - ext. 217.



**2<sup>nd</sup> Deputy Designated Safeguarding Lead:**

Mrs. Maureen Bridge, Assistant Head, External Relations - ext. 215



**Deputy Head:**

Mrs. Joanne Gordon-Smith - ext. 216



**Safeguarding Trustee:**

Mrs. Jayne Smerald, Chair of the Board of Trustees  
Email: [jsmerald@stjohnscollegecardiff.com](mailto:jsmerald@stjohnscollegecardiff.com)

## Safeguarding Statement

St John's College is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment. This guide contains information about our expectations of you while visiting the School. If you are unclear about anything in it, please speak to any of the contacts named within.

If you are concerned about the safety of any child in our school, you must report this to the Designated Safeguarding Lead - Mrs Emma Jones (Assistant Head Pastoral). If you are concerned about the conduct of a member of staff or a volunteer in our School, you must contact the Headmaster - Mr Shaun Moody.

## Visitor Procedures

- All visitors, including current parents, **must** sign in at Reception.
- Visitors will be issued with a Visitor Pass to be worn/visible **at all times**. Parents will be shown to the appropriate place.
- Visitors wishing to speak to a particular member of staff should telephone or email the School to make an appointment, when possible, to avoid disappointment.
- Visitors must **not** use a smart phone or camera on site without permission from a member of staff.
- Visitors **must** sign out at the Main Reception and return their Visitor Pass before leaving the site.

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

If you become concerned about:

- something a child says;
- marks or bruising on a pupil;
- changes in a child's behaviour or demeanour

you **must** inform the Designated Safeguarding Lead, Mrs. Emma Jones.

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

Child abuse happens to all children regardless of gender, religion, social background and those with or without a disability.

A copy of the School's **Safeguarding and Child Protection Policy** is available in the School Office, located in the foyer.

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

- React calmly;
- Only trained investigators should question a child;
- Reassure the child that they have done the right thing;
- Record carefully what the child says, in their words, including how and when the account was given. Date, time, and sign the record;
- Pass this on to the Designated Safeguarding Lead **immediately**.

## Types of harm

Everybody has a responsibility to keep all children under the age of 18 safe; this applies to both the home and school environments. Harm is identified in **three** ways:

1. **Physical** - This is when a child is deliberately hurt or injured.
2. **Sexual** - This is when a child is influenced or forced to take part in a sexual activity. This can be a physical activity or non-physical, e.g. being made to look at an inappropriate image.
3. **Emotional** - This is when a child is made to feel frightened, worthless or unloved. It can be shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence.

## Staff conduct

If you are concerned about the conduct of a member of staff following an observation or disclosure, the following actions must take place:

- Immediately inform the Headteacher, Mr. Shaun Moody.
- In their absence, immediately inform the Deputy Head, Mrs. Joanne Gordon-Smith.

## 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.
- It's best not to do anything for a child that he or she can do for him or herself.
- Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident time and date.

Thank you for your support and co-operation,



Mrs. Emma Jones,  
*Assistant Head, Pastoral & Designated Safeguarding Lead.*