If you have a concern or need to report a disclosure, call the number on the reverse of your visitor badge. If you believe that a child may be at serious risk of harm and you require advice outside of school hours you should contact the Children’s Social Care “Out of Hours” Team on 020 8359 2000. As with any crime, if you believe a child may be in immediate danger call 999.

Remember it is not your responsibility to investigate child abuse but you should tell the appropriate person within the organisation. These people have the appropriate training and it will be their job to know whether to pass your comments on.

Children’s Social Care and the Police will make the final decision on whether concerns need to be investigated.

Please wear your identification/visitor badge at all times. Please return your school visitor badge to the school office when you sign out. Thank you.

Thank you for taking the time to read this leaflet.

KEEPING YOUNG PEOPLE SAFE
Fairway School & Children’s Centre has a Safeguarding Policy which is available from the front desk.

For more information, please contact the school directly:
Fairway School & Children’s Centre
The Fairway
Mill Hill
London
NW7 3HS
020 8359 5380 or 020 8359 3730

NEVER KEEP CONCERNS ABOUT THE SAFETY OF A YOUNG PERSON TO YOURSELF.

The concerns you have may make up part of a bigger picture, which could help to prevent serious harm to a young person. Giving families help at an early stage can prevent abuse and neglect.

Visiting Information
Safeguarding Young People

Health and Safety

• Please sign in on entry to Fairway School & Children’s Centre.
• As a visitor, you have a responsibility to care for the Health and Safety of yourself and others.
• First Aid is available. Please ask at the front desk if you require a first aider.
• The fire alarm is a continuous ringing. In the event of a fire, please follow instructions from a member of staff and report to the assembly point in the MUGA (playground).
• If you feel that you may require assistance during evacuation of the building, please inform the reception staff on signing the visitors’ book, so that arrangements can be made to assist with your evacuation.
• Vehicles are not allowed to be parked on the school site unless you have permission or are a blue badge holder.
• Please take care of your valuables. Fairway cannot be held responsible for any personal losses.
• There is a ‘no smoking’ policy on this site.

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What should I do if I am worried about a child?
If, whilst working with a child, you become concerned about:
- comments made by a child;
- marks or bruising on a child;
- changes in the child’s behaviour or demeanour.
Please speak to one of the designated safeguarding team.

**DESIGNATED SAFEGUARDING OFFICERS**

Alison Edmonds  
Headteacher

Andy Whiting  
Children’s Centre Co-ordinator

**DEPUTY DESIGNATED SAFEGUARDING OFFICERS**

Janine Mouscos  
Assistant Head SENDCO

Sian Lewis  
Receptionist

Kajal Shah  
Early Years

Collette Perez-Haines  
Early Years

What should I do if a child discloses that s/he is being harmed?
Although the likelihood of this is small, it is important to know what to do in such an eventuality:
- listen to what is being said without displaying shock or disbelief;
- accept what is being said;
- allow the child to talk freely;
- reassure the child but do not make promises that might not be possible to keep;
- do not promise confidentiality but explain to the child that you may have to tell their teacher or Headteacher in order that they can help him/her;
- **do not interrogate** the child or ask leading questions;
- reassure the pupil that it is not their fault.
- stress that it was the right thing to talk to an adult;
- listen rather than ask direct questions;
- do not criticise the alleged perpetrator.

Record details of the disclosure immediately, including, wherever possible, the exact words or phrases used by the child.

**Forms for the recording of information of this nature are available from the school office. They should be completed signed and dated and returned to the Designated Senior Member of Staff to enable the matter to be dealt with in the most appropriate way.**

How do I ensure that my behaviour is always appropriate?
Appropriate relationships with children should be based on mutual trust and respect.

As a visitor or volunteer, you may well be working closely with children; sometimes on a one to one basis.

Children, especially when they are young, are often spontaneously, affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject this. You should, however, be careful about touching pupils.

If you are working with a pupil on his/ her own, always ensure that the door is left open or that you can be visible to others.

Do not photograph pupils, unless requested to by the class teacher, exchange e-mails or text messages, or give out your own personal details.

Mobile phones may only be used in the staffroom.

Please help us to safeguard the children in our care by following these guidelines.

All those who come into contact with children, through their everyday work as a volunteer or as a visitor to our school, have a duty to safeguard and promote the welfare of children.