

# VISITORS HANDBOOK

## Child Protection and Safeguarding



**RISEDALE**  
SCHOOL

A family of learners





## OUR VISION & VALUES

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Our aspiration is that every pupil and staff member is supported to be the BEST version of themselves.

Members of our Risedale family will feel a strong sense of belonging and accomplishment as a direct result of attending our school. They will accumulate knowledge, cultural capital and social skills, such as empathy and kindness, enabling them to thrive in society and enjoy healthy RELATIONSHIPS. All our pupils will make good progress from their starting points.

At whatever stage of their education Risedale pupils leave us, they will be well-equipped to take the next steps on their journey to becoming a RESPONSIBLE, RESPECTFUL and RESILIENT citizen who can embrace change and learn from mistakes.

We are 'The Risedale Family' and together we are 'A family of learners'.



# OUR SAFEGUARDING TEAM

Any concerns relating to Child Protection and Safeguarding should be referred to the school's Designated Safeguarding Lead (DSL) immediately at [DSLsafeguarding@risedale.org.uk](mailto:DSLsafeguarding@risedale.org.uk).

If the DSL is unavailable, please contact one of our Deputy Designated Safeguarding Leads (DDSL).

## Meet the Safeguarding Team

DESIGNATED SAFEGUARDING LEAD  
(DSL)

Senior Teacher: Mrs Sarah Cox  
[DSLsafeguarding@risedale.org.uk](mailto:DSLsafeguarding@risedale.org.uk)



DEPUTY  
DESIGNATED  
SAFEGUARDING  
LEADS  
(DDSL)



Mr Yates  
Deputy  
Headteacher



Miss Burke  
Senior Teacher  
SENCo



Lisa Smith  
School  
Counsellor

As a school, we are committed to safeguarding and meeting the needs of all young people in the Risedale Family. We hope this leaflet will provide some useful advice and information when working with children at Risedale School.

To ensure the safety, security and wellbeing of our pupils, staff and visitors, we ask that you take time to read the important information contained in this handbook.

# CHILD PROTECTION AND SAFEGUARDING

## What are my responsibilities as a visitor?

All those who come into contact with children through their everyday work, whether paid or voluntary, have a duty to safeguard and promote the welfare of children.

## DBS checks

Risedale School's DBS Policy and Procedure specifies that all staff, volunteers and other contracted workers in 'regulated activity', will require an enhanced DBS check plus a barred list check. The definition of Regulated Activity focuses on work which involves close and unsupervised contact with vulnerable groups and children. This is to help ensure that unsuitable people are prevented from working with children.

The Headteacher will inform you as to whether or not you require a DBS check. If you do not, you must not be left unsupervised with children.

You will be advised which documentation is necessary for you to present for the DBS check to be completed.

It is also a requirement that you inform the Headteacher immediately if you become subject to a court order or any other conditions which may affect your suitability to work with children.

## 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

Report these concerns to a DSL or Deputy DSL, or to a member of staff who can pass the information on to the school's Designated Safeguarding Lead.

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

If a child discloses something to you, 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 a member of staff so that they can provide appropriate help
- **Do not interrogate** the child or **ask leading questions**

- Reassure the student that it is not their fault
- Stress that it was the right thing to tell
- Do not ask the child to write a statement
- Do not criticise the alleged perpetrator

Immediately record details of the disclosure, including, wherever possible, the exact words or phrases used by the child. Notes of the discussion should be passed to the Designated Safeguarding Lead to enable the matter to be dealt with appropriately.

**Please ensure you have signed and dated the record.**

## **What should I do if the alleged abuser is a member of the school staff?**

All concerns indicating possible abuse or neglect are to be discussed with the Designated Safeguarding Lead or, in their absence, with the person who deputises, prior to any discussion with parents/carers.

## **What should I do if the alleged abuser is the Headteacher?**

In the event of allegations of abuse being made against the headteacher, allegations should be reported directly to the designated officer(s) at the local authority (LADO), Tel: 01609 798005.

## **How do I ensure that my behaviour is always appropriate?**

Appropriate relationships with children should be based on mutual trust and respect. As a regular visitor, volunteer or short-term staff member, you may well be working closely with children, sometimes on a one-to-one basis. If you are working with a pupil on their own, always ensure that the door is left open or that you can be visible to others. Do not photograph pupils, exchange emails, text messages or messages via social media, or give out your personal details. Any unprofessional contact with pupils (e.g. through a social networking site) may leave you vulnerable to an allegation of abuse being made against you.

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

No child should suffer harm, either at home or at school.

**Everyone who works in our school has a responsibility to make sure that all our young people are safe.**

This leaflet has been given to you to make sure you understand what is expected of you. Please ask the school's DSL if you are unclear about anything in it, and keep the leaflet in a safe place, so that you can read it again if you need to.

If you are worried about the safety of any young person in our school, you must report this to the DSL.

# GENERAL INFORMATION FOR VISITORS

## Visitor Identification Required at Risedale School

At Risedale School, the safety and wellbeing of our pupils and staff are our top priority. To achieve this, all visitors entering the school, including parents/carers and guests of staff members, **must show a valid form of identification upon arrival at reception.**

Examples of appropriate forms of identification include: an official identity badge, a bank card, a passport or a driving licence etc. If you have any questions, please contact the school before your visit. Thank you for your cooperation in helping us maintain a secure learning environment.

## CCTV and Security

Please ensure that you sign in at Reception and that your visitor's badge is worn and visible at all times whilst on our premises. When you leave the site, please sign out at reception and return your visitor's badge to the receptionist.

CCTV cameras operate 24 hours a day throughout the school.

## Parking

You must park in a defined parking bay of the school car park and be aware that you do so entirely at your own risk. Please refrain from parking in bus lanes or across zebra crossings. There is accessible parking at the top of the car park near reception, should you require it. Please enter your vehicle registration when signing in so your vehicle can be identified if necessary.

Please take extreme care when leaving the site, as there is pupil movement throughout the day.

Transport for pupils starts to arrive in the car park from 2:30pm and does not depart until 3:10pm which can cause congestion.

## Pupil Behaviour

We are very proud of the high standards of behaviour of our pupils. We expect them to treat staff, visitors and each other with courtesy and respect.

## Privacy Notice/Policy - General Data Protection Regulation (GDPR)

Our **General Privacy Notice** provides information for parents/carers and pupils regarding the purposes for which personal data may be collected, held and shared and can be found in the [Policies](#) area of our school website.

## Respect

We will always act to ensure that our school remains a safe place for pupils, staff and all other members of our community. Please show our staff the respect we try our best to give you.

## Smoking

Smoking or vaping is not permitted on site - this applies to all staff, pupils and visitors.

## Toilets

There are accessible toilets in the Reception area which visitors can use. Other toilets are located in the staff corridor. Please do not use the pupil toilets.

## Wheelchair Access

Wheelchair access is possible around the majority of the school, and most buildings have lifts. Please do not hesitate to ask a member of staff for assistance if required.

# EMERGENCY EVACUATION

If the fire alarm sounds, please prepare to exit the building. The alarm will sound continuously, and the building must be evacuated promptly. Please remain in the company of your host, who, when safe to do so, will guide you to leave the building by the nearest exit and direct you to the upper yard assembly point for supply staff and visitors.

Do not re-enter the school buildings until the Headteacher or Emergency Evacuation Co-ordinator (EEC) advises it is safe to do so.



**Lucy Greenwood**

Headteacher

[greenwood.l@risedale.org.uk](mailto:greenwood.l@risedale.org.uk)



**Gill Morrissey**

EEC / Facilities Manager

[morrissey.g@risedale.org.uk](mailto:morrissey.g@risedale.org.uk)



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## **EVACUATION ASSEMBLY POINTS**

**Year 9**

**Year 10**

**Year 8**

**Year 11**

**Year 7**



**Supply Staff / Visitors**

**UPPER YARD**