Safeguarding information for visitors

Wolsey House Primary School

Everyone has a responsibility to help keep children safe. Wolsey House Primary School is committed to safeguarding and meeting the needs of our children. Please read and follow this guidance throughout your visit.

Designated safeguarding team


Mrs Humprhey


Mrs Hayes


Mrs Martin (DSL Lead)


Mr Powell


Mrs Cooper-Marsh


Mr Ismail


Mr Baker


Miss Watts


Mr Punchard

Report concerns about a child	Tell a Designated Safeguarding Lead immediately. If you cannot locate one, tell Reception. **All DSLs wear red lanyards.**
Report concerns about an adult	Report immediately to the Headteacher, Steve Powell. If the concern is about the Headteacher, contact the Chair of Governors, Matt Peatfield: mpeatfield1@wolseyhouse.leicester.sch.uk If you feel you cannot report in school contact NSPCC Whistle Blowing 0800 028 0285

When you arrive

- Sign in at Reception, collect a visitor badge and wear it visibly at all times. Sign out when leaving.
- Follow the supervision arrangements explained to you. Unless the school has authorised otherwise, remain accompanied by a member of staff.
- Tell Reception if you see an adult on site without an appropriate identification badge.

Safe working expectations

- Be respectful, fair and considerate to all children and adults. Treat every child equally and do not develop a special or exclusive relationship with a child.
- Work in an open or visible area. Only work alone with a child where the school has specifically authorised this.
- All conversations that you hear relating to children, staff or school business must remain confidential.
- Do not photograph or record children unless a member of school staff has asked you to use school equipment.
- Keep personal mobile devices on silent and stored safely. If you wish to use your mobile phone, please do so in the staff room or, if it is confidential, use the Deputy Head's office in the main building.
- Do not exchange personal contact details or communicate with pupils or parents through private email, messaging or social media.
- Do not arrange to meet, contact or transport a pupil outside school. Do not give or receive gifts unless this has been agreed through the school.
- Only touch a child when necessary, appropriate and in the child's interests. Never play physical-contact games or make inappropriate, discriminatory or suggestive comments or jokes.
- Report bullying, discriminatory, extremist or otherwise harmful behaviour. Never dismiss it as banter or having a laugh.
- Prevent Duty – we have a duty to safeguard our children from radicalization and extremism and to provide a safe place for children to discuss these issues so they better understand how to protect themselves.

If you are worried about a child or a child tells you something

- Stay calm, listen carefully and take the child seriously.
- Do not investigate, do not ask leading questions or press for more information. Use only minimal open prompts if essential.
- Do not promise confidentiality. Explain that you must tell someone who can help.
- Reassure the child that they were right to tell you and that what happened is not their fault.
- Report the concern to a DSL immediately. Make a factual record as soon as possible, including the child's exact words, date and time. Do not discuss it with anyone else.

Allergy safety

Tell Reception about any allergy you have, particularly if you carry emergency medication. Do not give food to a child or use food in an activity unless agreed in advance. If a child shows signs of an allergic reaction, alert a member of staff immediately and follow their instructions.

On entry to our school, we ask you confirm you have read our visitor welcome and agree to abide by our safeguarding principles as set out above.