

### **Pens Meadow School Visitor Procedures**

- All visitors **must** sign in at Reception.
- Visitors **must** sign out at Reception and re-turn their visitor lanyard before leaving the site.
- All visitors will be issued with an appropriately coloured lanyard (red) which must be displayed at all times whilst on the site.
- Visitors should make the receptionist aware of any special needs that should be accounted for in an emergency.
- Visitors will be asked to remain under the supervision of a designated member of staff whilst on site.
- Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, when possible, to avoid disappointment.
- Visitors must not use a personal mobile phone or camera whilst on site, unless prior approval has been given from a member of SLT.

- Visitors should be aware of the complex nature of the pupils who attend Pens Meadow, in particular those with challenging behaviours.
- Any illness, injury or accident must be reported to Reception.
- The school operates a no smoking policy.

#### **Designated Safeguarding Staff**

##### **Designated Safeguarding Lead**

Miss Jodie Colbourne  
(Deputy Head Teacher)

##### **Deputy Designated Safeguarding Lead**

Mrs Alison Austin  
(School Business Manager)

Mrs Marie Hunter  
(Head Teacher)

##### **Designated Safeguarding Governor**

Mr Paul Leyshon  
(Chair of Governors)

#### **Contact**

Pens Meadow School  
Ridge Hill, Brierley Hill Road, Stourbridge  
DY8 5ST  
01384 818945



## *Pens Meadow School School Visitor Safeguarding Guide*

### **Safeguarding Statement**

Pens Meadow School is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment.

This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it please speak to any of the contacts named within. Please keep the leaflet in a safe place so that you can read it again if you need to.

If you are concerned about the safety of any child in our school, you must report this to the Designated Safeguarding Lead – Miss Jodie Colbourne.

If you are concerned about the conduct of a member of staff or a volunteer in our school, you must contact the Head teacher – Mrs Marie Hunter.

September 2016



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### Types of Harm

‘Safeguarding children and protecting them from harm is everyone’s responsibility. Everyone who comes into contact with children and families has a role to play’. (KCSIE, 2016)

Safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.

**Physical Abuse** – May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

**Emotional Abuse** – The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child’s emotional development.

**Sexual Abuse** – Involves forcing or enticing a child or young person to take part in sexual activities including both penetrative and non-penetrative acts.

**Neglect** – The persistent failure to meet a child’s physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development.



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### Specific Safeguarding Issues

**Extremism and Radicalisation** – Refers to the process by which a person comes to support terrorism and/or extremist ideology.

**Child Sexual Exploitation (CSE)** – Is a form of sexual abuse where children are sexually exploited for money, power or status.

**Female Genital Mutilation (FGM)** – Is a procedure where the female genital organs are injured or changed without medical reason.

**Online Safety** – Breadth of issues which can be categorised into three areas of risk; content, contact and conduct.

Further information can be found in the school’s Safeguarding policy. A copy can be found on the schools website or from the school office.

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

If you are concerned about a child you must inform the Designated Safeguarding Lead in person or by telephone immediately. Information should not be left in pigeon holes. You must record information regarding your concerns. At Pens Meadow all concerns regarding a child including those around online safety must be recorded on a set pro-forma. This is printed onto pink paper to make it visible for all. A copy can be obtained from Reception. The recording must be a clear, precise, factual account of the observation/concerns raised.



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### Staff Conduct

At Pens Meadow School we provide education for pupils with complex needs, severe learning difficulties, including Autism, and pupils with profound and multiple learning difficulties. All of our staff are trained to meet the needs of the pupils in our care and professional conduct is expected at all times. A staff code of conduct is in place.

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 Head teacher.
- In their absence, immediately inform the Deputy Head teacher.
- The Local Authority Designated Officer (LADO) may also be contacted.