



Safeguarding Children – Guidelines for visitors, volunteers and Governors

All staff and visitors alike have a responsibility for safeguarding our pupils. To ensure this we ask the following:

- Sign in before you enter school and indicate you have read and agree to the guidelines below.
- **Switch off** your mobile phone/device and store it in your bag
- In the event you do need to use your mobile phone or camera enabled device, please do so in the reception office only as this is the only area in the school not accessed by children.
- **Do not** take pictures, videos or sound recordings of any pupils unless you have sought permission from the school.
- If you are working with a child, please ensure the class teacher is aware of this, where you are working and approximately how long for.
- If you are working with a child, please do so in a space that is open, or have an open door or visible by others through a window.



Dunstable Icknield Lower School

Learn, Believe, Achieve



- If you have a concern about a child please pass this on to the child's class teacher, who will then follow our safeguarding procedures. If they are not available, please speak with one of our Designated Safeguarding Officers – Glynn Stirling (Head), Jo Beswetherick (Nurture Worker), Faye Law (Deputy) and Lorraine Arthur (Rec Teacher).
- If you have a concern about another adult in school, please ask to speak to a Designated Safeguarding Officer.
- Always share concerns with school staff, no matter how small they may appear, and don't keep them to yourself.
- If a child says something to you that you think could be a safeguarding concern, act as above, and if possible write down what was said immediately. Listen to the child, do not question them or promise them that it will remain confidential between the two of you.
- Sign out when you leave.



Safeguarding Information

- At DILS, we take our role in safeguarding very seriously as we believe all children have the right to feel and be safe.
- Safeguarding children is the responsibility of everyone.
- If you have any safeguarding worry or concern, please contact one of the Safeguarding Team or contact:
 - Central Bedfordshire Access and Referral Hub on 0300 300 8585 (*during office hours*)
 - Our office hours:
08.45 until 17.20 Monday to Thursday
08.45 until 16.20 on a Friday
 - If you urgently need help outside office hours you can contact Social Care Emergency Duty Team on 0300 300 8123
 - Bedfordshire Police on 101 or in an emergency 999.
 - NSPCC 0808 800 5000



Our Safeguarding Governor is:

Miss K Scott

- Our Safeguarding Team in school are:

Senior Designated Officer	Miss F Law	Deputy Head & SENCo
Deputy Designated Officer	Mrs J Beswetherick	Lead Family Support Worker
Deputy Designated Officer	Mrs G Stirling	Headteacher
Deputy Designated Officer	Mrs L Arthur	Reception Class Teacher