Safeguarding Children and Child Protection Leaflet for Visitors & Governors 2026-2027

Our Commitment

At Holy Trinity & St John's, safeguarding children is everyone's responsibility. As a visitor or Governor, you help keep children safe during your time in school. Please take the time to read this leaflet, which is designed to:

- Help you understand the measures in place to protect children.
- Inform you of health and safety and security precautions on site.

Visitor Information

- As we welcome you to our school, all visitors must come to the main office entrance, where they will be asked to sign in. All visitors must wear the allocated visitor lanyard at all times. This helps children and staff identify visitors to our school.
- Visitors will be escorted to their point of contact, or welcomed at the office by the member of staff they are meeting. For safeguarding reasons, only visitors who have been pre-approved by the school and hold an up-to-date DBS check may move around the site unaccompanied:
    - Green lanyard means that the visitor may be left unaccompanied.
    - Red lanyard means that the visitor must be accompanied.
- The member of staff meeting the visitor is responsible for ensuring that visitors are aware of fire exits and ensuring that they exit with them in the event of an emergency.
- At the end of the visit, all visitors must return their badges/lanyards back to the Office, or to the member of staff they are visiting, if the office is closed and sign out upon exit.
- Visitors who have a medical condition that we need to be aware of should inform the school office on arrival.
- Visitors will be required to turn off their mobile phones, unless their role means they need to be contactable. The use of mobile phones in areas where children are present is not permitted.

What is Safeguarding?

Safeguarding means protecting children from harm, abuse, and neglect, and promoting their well-being. Abuse can include:

- Physical harm (e.g., hitting, shaking)
- Emotional harm (e.g., bullying, rejection)
- Sexual abuse (including online)
- Neglect (failure to meet basic needs)

Children can also be harmed by other children (child-on-child abuse).

Child-on-Child Abuse & Online Safety

Children may harm each other through bullying, sexual harassment, or violence. Online risks include exposure to harmful content and exploitation. Report any concerns promptly to a DSL.

Concerns About Staff Conduct

If you have concerns about a member of staff, volunteer, or visitor:

- Report immediately to the Headteacher.
- If the concern is about the Headteacher, contact the Chair of Governors.
- You may also contact the Local Authority Designated Officer (LADO).

Supporting a Safe School

Your vigilance supports a safe and caring environment. Please familiarise yourself with our safeguarding policies available on the school website or request a printed copy from the school office. Governors should ensure that they are also familiar with Keeping Children Safe In Education.

If you have concerns about how safeguarding issues are handled within the school, you can raise these confidentially via the NSPCC Whistleblowing Advice Line:

Phone 0800 028 0285

Email: help@nspcc.org.uk

Key Contacts

Designated Safeguarding Lead (DSL):
Sarah Roberts - Headteacher

Chair of Governors: Kim Stoner

Local Authority Designated Officer (LADO): www.kscmp.org.uk/procedures/local-authority-designated-officer-lado

Kent Safeguarding Children Multi-Agency Partnership (KSCMP): www.kscmp.org.uk

Emergency Contact:

Kent Integrated Children's Services Front Door:

03000 411 111

Out of Hours: 03000 41 91 91

What to Do If You Have a Concern

- **Do not investigate or question the child.**
- Report concerns immediately to the **Designated Safeguarding Lead (DSL)** or a senior member of staff. Photos of DSLs can be seen around the school, including at the school office.
- If the DSL is unavailable, speak to the Headteacher.
- If a child is at immediate risk, contact local safeguarding partners directly.

Designated Safeguarding Team

Sarah Roberts – Headteacher (Lead)
Donna McGuirk – SENCO/ Assistant Headteacher
Alex Douglas – Assistant Headteacher
Katy Cygan – Assistant Headteacher
Donal Friel – SRP Lead
Ewa Farrell – Safeguarding Officer
Louise Sands – SENCO Assistant



Thank you for helping us keep children safe.