



Safeguarding Guidelines for Visitors

Windmill Academy has a duty of care to all its pupils and visitors -

as such we require you to read this document before you commence your duties:

You should:

Treat all persons with respect and dignity. Respect the privacy of pupils, and abide by Windmill Academy staff instructions upon use of facilities. Be open and honest if issues do arise; talk to a Designated Person.

You should not:

- **Approach pupils** on the school site or have inappropriate physical or verbal contact with pupils.
- **Pass on personal details** or enter into electronic communications with pupils, except with the prior permission of their parent or guardian and the school
- **Jump to conclusions** about others without checking facts, or exaggerate or trivialize abuse issues.
- **Use your phone** in *any* space where a child may be present
- **Ignore concerns** if you hear them raised by a child or young person.

Reporting: What to do if a person discloses to you abuse by someone else:

- **Listen to them without interruption**, accepting what is said, and avoiding asking leading questions.
- **Advise the person that you must pass on the information.**
- **Report the matter to the appropriate person**, a senior member of management or the School Designated Person.

If you have any concerns about any person or receive an allegation:

- **Report the matter to the appropriate person:** See names below. DO NOT investigate yourself.

In all cases, you must:

- **Make a record of all details as soon as possible**, including time, date, location and the names of any others present.
- **Report all the facts/concerns** to a person listed below. You must ***not*** investigate.
- **Not promise confidentiality**, as any information received may have to be shared.

By signing in to Windmill Academy you are declaring that you are suitable to work in a school setting and pose no risk, including risk 'by association' (living with a person who is barred from working with children).