

## Visitor Procedures:

All visitors must sign in at the office.

All visitors will be issued with a pass which must be worn at all times whilst on site.

All visitors must sign out at the office before leaving the site.

Visitors wishing to see a particular member of staff should contact the office to make an appointment.

If you are seeking an urgent appointment, please report to the office and we will arrange for you to see a member of staff.

**E-Safety/Mobile Phones:** in order to protect our children, we respectfully ask that you do not use your phone during your time at the school. If this is an issue please contact a member of the office on arrival.

**Photographs:** unless you have been given prior permission by a safeguarding lead, under no circumstances should you take photographs of our children whilst at our school or during off-site activities.

Mengham Junior School  
Palmerston Road,  
Hayling Island, PO11 9ET  
023 9246 2162

## Safeguarding Staff

Designated Safeguarding Lead  
Mrs Odele Davies



Deputy Safeguarding Leads  
Mr Edward Harrison



Ms Leah Gornall



Nominated Safeguarding  
Governor

Mrs Alison Chamberlain

# MENGHAM JUNIOR SCHOOL

## Visitor SAFEGUARDING Guide



Co-Headteachers:  
Mrs Odele Davies  
and  
Mr Edward Harrison

## **What should you do if you are worried about a child?**

We take the safeguarding of our pupils very seriously at Mengham Junior School.

If, whilst working with a child, you become concerned for any reason e.g. by:

- A comment made by a child,
- Marks or bruises,
- Changes in behaviour and demeanour

please report your concerns to one of the designated safeguarding leads.

The office team will assist you in finding one of them.

Please do not decide to do nothing or leave our school without telling anyone.

## **What should I do if a child discloses he/she is being harmed?**

- Listen to what is being said without displaying shock or disbelief. Accept what is being said. Do not promise confidentiality,
- Allow the child to talk freely; listen rather than ask direct questions.
- Record details as soon as possible, recording exact words and phrases used by the child.
- This information must then be given to the safeguarding lead who will discuss the disclosure with you and deal with it in the appropriate way.
- Please sign and date all forms/ documents.

## **How do I assure that my behaviour is always appropriate?**

- Always be a positive role model by behaving in a mature, respectful, safe, and considered manner.
- Appropriate relationships with pupils should be based on mutual trust and respect.
- Treat all pupils fairly and equally.
- Ensure that when working with individual children, that the door is left open, or that you can be visible to others.
- Do not photograph children; exchange emails, text messages, and phone numbers or give out your own personal details.

