



It is everyone's responsibility to ensure that our children stay safe. Each person who works in school, or visits, shares that responsibility.

This leaflet has been given to you to make sure you understand what is expected of you as a visitor.

Please do not hesitate to talk to any member of staff if you are unclear about anything you read.

If you have concerns about the safety of any young person in our school, you must report this to the Designated Safeguarding Lead.

**For more information about our Child Protection and Safeguarding procedures, please look on the parents' section of our website:**

**[www.minsterschoolyork.co.uk](http://www.minsterschoolyork.co.uk)**

*Thank you for taking the time to read this leaflet, and for your support in safeguarding our children*

## Contacts

**Head Teacher &  
Designated Safeguarding Lead**  
Angela Mitchell  
01904 557230

**Deputy Safeguarding Leads**  
Sophie Schoukroun & Suzanne  
Hearld  
01904 557230

**Governor with Safeguarding  
Responsibility**  
\*\*\*\*\*  
c/o 01904 557200

**If you are concerned about the  
immediate safety of a child,**

**The Minster School**

Deangate  
YORK  
YO1 7JA

Tel: 01904 557230

Email:  
[school@yorkminster.org](mailto:school@yorkminster.org)

***Welcome to***

**The Minster School  
York**



***Safeguarding Advice***

***for Visitors***

**Including parents,  
contractors, volunteers,  
students, Minster staff,  
etc.**



On arrival in school ALL visitors are asked to sign in and (if relevant) present ID. You will be asked to wear a visitor's badge whilst in school and to sign out in the office on departure. Please do not be offended, this is in the interest of protecting our children.

If you will be working without a member of staff present (e.g. supply teachers/agency workers) you must provide a DBS and a letter from your employer to say all the necessary safeguarding checks are in place.

If you are working in a role where you are supervised (e.g. volunteer parent helper) please ensure that you follow the instructions of the supervising staff member.

If you need a comfort break during your visit, please alert a member of staff who will direct you to the adult facilities.

### **In Case of Fire or other emergency**

In the unlikely event of the fire alarm sounding, please evacuate the school by the nearest doors as directed by a member of school staff and proceed to the main school yard.

For other emergencies, please follow the instructions for the location/class you are in.

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

If, whilst working with a child/visiting the school, you become concerned for any reason e.g:

- Comment made by a child
- Marks or bruises
- Changes in behaviour and demeanour

Please report your concerns to the Designated Safeguarding Lead or their deputy. The office staff will help you in finding them.

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

- Record details as soon as possible, recording exact words and phrases used by the child. Forms for this purpose are available from the Designated Safeguarding Lead.
- This form must then be given to the Designated Safeguarding Lead or their deputy who will discuss the disclosure with you and deal with it in the appropriate way.
- Please sign and date all forms.
- The office staff can assist you in finding the Designated Safeguarding Lead and/or the appropriate forms.

**Don't keep your concerns to yourself, report it to the Designated Safeguarding Lead.**



## **What should I do if the allegation is against a member of staff?**

You should report the allegation to the Head Teacher./Designated Safeguarding Lead

## **What should I do if the allegation is about the Head teacher?**

Alert the Deputy Designated Safeguarding Lead who will signpost you to the Chair of Governors.

## **How do I ensure my behaviour is always appropriate?**

- \* Appropriate relationships with children are based on mutual trust and respect.
- \* Please use appropriate language and behaviour whilst on the school site.
- \* Please be a good role model for our children—speak respectfully and calmly.
- \* Please avoid unnecessary/inappropriate physical contact with children, and respect their wishes.
- \* Please do not photograph children, exchange emails or text messages or give out your own personal details.
- \* Please ensure you only use a mobile phone in the office areas. Use of a phone when children are in the vicinity is prohibited.
- \* Please follow the advice and instructions of staff members whilst on the school site, or undertaking school related business.