

What to do if you are worried about a child?

If you become concerned about:

- Something a child says which makes you feel uncomfortable
- Marks on a child
- A child's behaviour or demeanour

Please report these concerns to the class teacher or a member of staff who will pass the information on to one of the school's Designated Safeguarding Leads. Child abuse can happen to all children regardless of gender, culture, religion, social background and those with or without disability.

What do I do if a child discloses that they are being harmed?

Whilst this can be an alarming situation it is important that you know what to do in such an eventuality and for you to stay calm and controlled.

- Listen carefully to the child, particularly what is said spontaneously
- Remember not to show shock or disbelief
- Do not promise confidentiality.
- Reassure the child but do not make promises that might not be possible to keep
- Reassure the child that you will tell a member of staff or Headteacher who will be able to help them
- Do not ask leading questions
- Reassure the child that it is not their fault; stress that it was right to share
- Record carefully what the child says in their words including how and when the account was given

- Following the conversation, record your account on a log of concern form (available from a member of staff or on the safeguarding board in the staffroom). Date, time and sign the log and pass this to a Designated Safeguarding Lead immediately.
- Be aware of your feelings following the disclosure and find someone to share your feelings with once the procedures have been completed.

Visitor Code of Conduct

- Treat everyone with respect
- Set an example you would wish others to follow
- Be careful how you interact with or speak to a child, the child may interpret it differently
- Avoid being on your own with a child, always ensure that a door is open and that you are visible to others
- Do not permit abusive activities such as bullying or ridiculing
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others
- It is best not to do anything for a child that he or she can do for him/herself
- Always tell someone if a child touches you or speaks to you inappropriately.

If you are concerned about the conduct of a member of staff or any adult on the site at any time during your visit, you must inform the Head Teacher immediately. In their absence, immediately inform the Deputy Head Teacher.

Health and Safety

Fire:

In the event of a fire alarm please follow the signs and use the nearest fire exit to leave the building. Proceed to the fire assembly point on the school field and make yourself known to a member of staff who will advise you where to stand. Please make yourself aware of the nearest fire exit to where you are based.

Invacuation:

This will be indicated by the continuous sounding of whistles. If outside the building enter through the nearest entrance and go to the nearest classroom. If in the building enter the nearest classroom and follow instructions from the staff.

Accidents and Illness:

All accidents, regardless of severity, need to be reported to a first aider. Staff will inform you of the first aider nearest to where you are based. All accidents will be logged in the accident book.

Toilets:

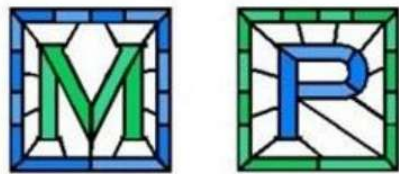
Should you require a comfort break during your visit, a member of staff will be happy to direct you to our adult facilities which are located around the site.

Behaviour:

During your visit you might observe a child struggling to manage their behaviour. We would like to reassure you that staff have been trained to manage these situations keeping the child, themselves and others safe. You can help by moving away and by distracting the other children. Please be aware that a member of staff may ask you to leave the room until the situation has calmed.

Welcome to

Monkfield Park



Primary School and
Care & Learning Centre

A Guide to Safeguarding for all Visitors and Volunteers

September 2026

A copy of Monkfield Park's Safeguarding and Child Protection Policy is located on the Monkfield Park website (www.monkfieldpark.cambs.sch.uk) and on the Safeguarding Boards in the staffrooms in school and the C&LC.

Designated Safeguarding Lead



Matt Sweeney
Headteacher



Kate Major
Deputy Headteachers and INCOs



Paula Ray



Emma Walsh
Family Support Worker



Andi Day
SENCO



Kate Brown
Deputy Manager C&LC



Danelle Dunlop
Deputy Manager C&LC

Safeguarding Statement

Monkfield Park is committed to safeguarding and promoting the welfare of all our children. We require all staff, volunteers and visitors to share this commitment.

Visitor Procedures

All visitors must sign in at the main reception.

- All visitors will be issued with a visitor lanyard and badge which must always be displayed whilst on the site.
- Visitors without a valid DBS certificate will be asked to remain under the supervision of an assigned member of staff whilst on site.
- All visitors must sign out at the main reception before leaving the site.
- Visitors wishing to see a member of staff should contact the school in advance to make an appointment. If you are seeking an urgent appointment following your visit, please report to the main school office and we will arrange for a member of staff to contact you.

Mobile Phones

To protect our children and staff we respectfully ask that you do not have your phone out or use it during your time on the school site, except in the designated staffroom areas. If this is an issue, please speak to a member of staff in the main office on arrival.

Photographs

Under no circumstances should you take photographs of our children whilst on our site without the prior permission of the headteacher.