**Visitors’ Guide to Child Protection and Safeguarding**

**2025/2026**

**Visitors Guide to Child Protection in St John’s Primary School & EYC**

Welcome to St John’s Primary School & EYC.

This leaflet provides some guidance on working safely with our children and tells you what to do if see or hear something of concern or if a child discloses something to you.

Please read it carefully and do not hesitate to ask if you require any further information.

Further information is available on our Child Protection and Safeguarding noticeboard which can be found in the Staff Room.

**Your responsibility as a visitor**

All staff and visitors have a responsibility to protect the welfare of our children and young people. During your visit, please ensure that you:

* Have signed in, logging your name, organisation, who you are visiting and your time of arrival. Please also log your departure time when you leave.
* Wear your visitors badge and ensure that it is visible at all times. Our staff may politely challenge any visitor without an identification badge.
* Only enter areas of St John’s Primary School & EYC that you have been permitted to.

**Reporting Child Protection Concerns**

Should you be concerned about a child or young person within St John’s Primary School & EYC please pass your concerns **immediately** to:

* Karen McAllister, Head Teacher (CP Coordinator)

**Should they be unavailable:**

* Report your concerns to Joanne Boyle (DHT)

**Should they be unavailable:**

* Report your concerns to the School Office who will contact Carol Doig (Senior Manager)

**Please do not leave without reporting your concern**

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**Responding to a disclosure:**

If achild or young persondiscloses something that gives you cause for concern:

* Let them speak and listen carefully. Do not ask leading questions
* Stay calm
* Offer reassurance
* Make a note of what is being said
* Tell them that you will pass on their concerns to Karen McAllister (Head Teacher)

**Safeguarding and protecting children is everyone’s responsibility**