

Disclosure by a child

If a pupil discloses information about significant harm you should:

- Listen
- Tell the student that you need to tell someone else—you cannot promise confidentiality.
- Make accurate notes of what has been said by the pupil (in their own words) and pass this immediately to the DSL via the office.

It is not your responsibility to investigate but to report to the Designated Safeguarding Leads.

Designated Safeguarding Leads:

Mr J Corbitt (DSL)

Mrs C Kelly (DDSL)

Mr J Forrest (DDSL)

safeguarding@southascotvillageschool.org.uk



Other General Information

Fire and emergency evacuation: A copy of the fire procedure and directions to the assembly point can be found in every room. Please familiarise yourself with it on arrival. If the fire alarm sounds, a continuous ring, please leave the building immediately following the emergency exit signs to the nearest exit and assemble on the playground. Children will line up in their year groups. Visitors will be directed to the visitor's registration area by a member of staff.

First Aid: Please ask at the school front office if you need assistance, if covering a lesson and a child taken ill— please send two children to the main office to ask for assistance.

Accidents & Incidents: Please report these to the school front office.

Access to the Internet: All users of the school systems and Wi-Fi must comply with the on-line safety policy. All policies can be found on the school website.

Visitors' Toilets: Located on the top landing. Please ask at the school office for directions.

Parking & Disabled Access: Limited parking is available in our car park, but spaces can be reserved if necessary. There is ramp or flat access to all the classrooms. There is a lift for access to the hall from the top landing.

Reporting defective equipment or hazards: Please report these to the office.

South Ascot Village School

Telephone: 01344 622118

Headteacher: Mr J Corbitt

E-mail: main@southascotvillageschool.org.uk

Website: www.southascotvillageschool.org.uk



Visitor & Safeguarding Information

Welcome to

South Ascot Village School

Please take a few moments to read this leaflet. We are committed to safeguarding and promoting the welfare of our children and this requires all staff and visitors to demonstrably share this commitment.

Contained in this leaflet is information about our child protection and safeguarding procedures and guidance on what you should do if you have any concerns.

**At South Ascot Village School,
we believe that:
“Together we have strength”**

Please sign in on arrival and collect your visitor's lanyard. We ask that you wear it at all times.

Please stay with a staff member unless we confirm we have had prior DBS clearance for you.

On departure please sign out and return your lanyard.

Safeguarding Children

As a visitor to our school, either as a contractor, volunteer, supply teacher or someone that has come to work with our children in any capacity, it is important that you are aware of our safeguarding procedures.

- Please refer to the back page of this leaflet for contact details of our child protection team. Or please contact the office who can locate them for you.
- If there is any reason to suspect that a pupil has suffered bullying /peer on peer abuse, Sexual Harassment or discrimination, or is likely to suffer significant harm, you must inform the Designated Safeguarding Lead (DSL) immediately. Our staff will then follow the procedures according to the school Safeguarding Policy.

Please share any concerns with the safeguarding team or via the office. If you remember anything later, please contact safeguarding@southascotvillageschool.org.uk

Children Acts 1989 & 2004

Education Act 2002

Working Together to Safeguard Children
2021

Keeping Children Safe in Education 2025

Keeping everyone safe

We hope that you have an enjoyable visit to South Ascot Village School. Our main priority is to ensure that everyone who visits is aware of their responsibilities towards making sure all children are safe. As a visitor please remember the following:

- If you are working in a 1:1 situation with a student, we must have confirmation that all the necessary safeguarding checks have been carried out including the Enhanced DBS disclosure.
- You must not have any physical contact with any pupil.
- You must never exchange personal contact details with a pupil or arrange to meet them outside of the school environment or connect with them via social media.
- The use of cameras and taking photographs is not permitted unless prior permission has been sought.

What is Abuse?

Any form of neglect, physical, emotional or sexual mistreatment or lack of care that leads to harm or injury. It can happen to any child regardless of their age, gender, race or ability.

What is discrimination?

Discrimination in primary schools can take many forms — some are overt and visible, while others are subtle and systemic. Because children at this stage are still developing social awareness and identity, even small acts of bias can have lasting effects on their sense of belonging, confidence, and academic achievement.

What is bullying?

A wilful, conscious attack on the self-esteem or the person of an individual pupil. It includes jibes, name-calling, silence/exclusion from the social circle, emphasising differences, threatening behaviour, racial/sexual harassment, extortion and physical attack. It may vary in severity, frequency and in the numbers of people involved.

People working in schools are uniquely placed to notice signs and symptoms of abuse and to support children who are subject to abuse or living in abusive situations.