

## Key Safeguarding Staff:

*Gaby Wood*

**Designated Safeguarding  
Lead**



*Jeff van Zyl*

**Deputy Safeguarding Lead**



*Juliet Crittenden*  
**Trustee with  
Responsibility for Safeguarding**



*Welcome to  
South Devon  
Steiner School*

*Visitors  
Information on  
Safeguarding*

## Keeping our Children Safe

South Devon Steiner School, Hood Manor, Dartington, Devon. TQ9 6AB

01803-897377 [safeguarding@steiner-south-devon.org](mailto:safeguarding@steiner-south-devon.org)

[www.southdevonsteinerschool.org](http://www.southdevonsteinerschool.org)

## Everyone is responsible for Safeguarding...

...who works or visits our school. Together we can work towards building a community of responsibility: a caring, positive and safe learning environment. No child should suffer harm of any form, either at home or at school.

This leaflet has been given to you to make sure you understand what is expected of you as a visitor to South Devon Steiner School. Please ask the person who gave it to you if you are unclear about anything in it, and keep the leaflet in a safe place, so that you can read it again if you need to.

If you are worried about the safety of any young person in our school, you must report this to the Designated Safeguarding Lead (DSL) or another member of the Safeguarding Team who will be able to follow procedure laid out in the schools' Safeguarding and Child Protection policy.

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

Appropriate relationships with children should be based on mutual trust and respect. Visitors should be good examples of these while at the school.

- Wear your Visitors Badge at all times.
- Stay within the area of the school you are signed in to visit. Do not wander in to other areas of the school unescorted.
- Do not photograph or video children, it is not permitted unless requested by the class teacher.
- Do not exchange emails, text messages, or personal contact details with pupils.

***Please help to safeguard the children in our care by following these guidelines.***

South Devon Steiner School has a Safeguarding Policy and a copy of this is available on the school's website or ask at Reception for a copy.



## ...and you can help.

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

If while visiting you become concerned about:

- Comments made by a child
  - Marks or bruising on a child
  - Changes in the child's behaviour or demeanour
- Please report these concerns to one of the named Designated Safeguarding Leads.

The office will assist you with finding and liaising with one of the DSLs immediately.

Key Safeguarding Staff are listed on the back of this pamphlet.

### What should you do if a child discloses that she/he is being harmed?

Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child. However, refrain from interrogating the child or passing any judgement on what has been disclosed. A Monitoring Concerns form, for the recording of information of this nature is available from the school office, and should be completed and handed in person to the Designated Safeguarding Lead for immediate action.

Following this submission, the DSL will ensure that the matter is dealt with in the most appropriate way. Please ensure that you have signed and dated the form.

### What should you do if the allegations concern a member of school staff?

Report the allegations to the Designated Safeguarding Lead or Deputy Safeguarding Lead listed on the back of this pamphlet.

We hope you enjoy your visit; thank you for the time you have taken to read this document.

**Thank you.**