

## Safeguarding Statement

Five Acre Wood School is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment.

## Visitor Procedures

All visitors must sign in at Main Reception

- All visitors will be issued with an appropriate pass which must be displayed at all times whilst on the site.
- Visitors will be asked to remain under the supervision of a designated member of staff whilst on site.
- All visitors must sign out at the Main Reception before leaving the site.

Visitors wishing to see a particular member of staff should contact the school to make an appointment. If you are seeking an urgent appointment please report to the Main Reception.

**Mobile Phones:** to protect our children we respectfully ask that you do not have your phone out or use it during your time in the school building. If this is an issue please contact a member of staff on arrival.

**Photographs:** under no circumstances should you take photographs of our children whilst at our school.

**Smoking:** smoking is not permitted on any part of the school premises. Designated smokers areas are available please ask.

## Confidentiality

Confidentiality must be maintained at all times when visiting the school and concerns must not be discussed with friends or family.

## Parking

Please park in available spaces which include those marked as visitors. Please do not park in the reserved spaces. Some spaces are coned off in a morning / afternoon to support the flow of traffic on the school site.

Five Acre Wood School  
Boughton Lane, Maidstone  
Kent, ME15 9QF

Tel: 01622 743925

Fax: 01622 744828

Email: [office@five-acre.kent.sch.uk](mailto:office@five-acre.kent.sch.uk)

Web: <http://www.fiveacrewood.co.uk>

**Principal**  
**Mrs Peggy Murphy**

**Lead DSL**  
**Sarah Costain**

**PLEASE WEAR YOUR IDENTIFICATION/VISITORS  
BADGE AT ALL TIMES.**

# Guidelines for Professionals when visiting Five Acre Wood School

**September 2024**

**This leaflet contains information about our expectations of you whilst visiting the school. Please take a few moments to read.**

**We are committed to promoting the welfare of our young people and this requires all staff and visitors to share this commitment.**



## What Do I Do If I am Worried About a Child?

If you become concerned about:

- Something a child says
- Marks or bruising on a child
- Changes in a child's behaviour or demeanour

Please report these concerns one of the school's Designated Safeguarding Leads.

Child abuse happens to all children regardless of gender, culture, religion, social background and those with or without a disability.

## What Do I Do If A Child Discloses 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 that you will tell the Designated Safeguarding Lead or Principal who will be able to help them.
- Do not interrogate or ask leading questions.
- Reassure the child that it is not their fault; stress that it was right to tell.

- Record carefully what the child says in their words including how and when the account was given. Date, time and sign the record. Pass this on to one of the Designated Safeguarding Leads.

## Professionals Code of Conduct

- Treat everyone with respect.
- Provide an example you would wish others to follow.
- Remember someone else may misinterpret your actions no matter how well intended.
- Do not jump to conclusions without checking.
- Do not permit abusive activities such as bullying.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- Do not make suggestive remarks, gestures, or tell sexist, racist or homophobic jokes.
- 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 during your visit the following actions must take place:

- Immediately inform the Principal
- In their absence, immediately inform the Head of School or a Designated Safeguarding Lead.

## Health and Safety

**Fire:** In the event of a fire alarm please use the nearest fire exit and make yourself known to a member of staff.

Please make yourself aware of the nearest fire exit where you are based.

**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.

Should you require a comfort break during your visit a member of staff will be happy to direct you to our adult facilities throughout the building.



## Pupil Behaviour

Five Acre Wood is school for children with profound, severe and complex needs, from Early Years to Sixth Form. During your visit you might observe pupils presenting with a range of behaviours. We would like to reassure you that staff are trained to manage these situations keeping the child, themselves and others safe. Please be aware that a member of staff may ask you to leave the room until the situation has calmed.

**A copy of the school's safeguarding policy is located in the school reception.**