

Safeguarding for Visitors to Lady Nafisa School

Information and guidance on safeguarding at LNS



Safeguarding is the action that is taken to promote the welfare of children and protect them from harm.

Safeguarding means:

- protecting children from abuse and maltreatment
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes.

At Lady Nafisa School we are committed to safeguarding all children. We follow the government's guidelines on safeguarding and strive to create an environment where children feel safe and protected from harm. The safety and well-being of our students is our highest priority.

As a visitor to the school, we have put together this short guide, so you are aware of our safeguarding practices. If you are unsure about anything, please do not hesitate to speak to a member of staff.

Meet the team



Mrs. Fouzia Butt (Headteacher and Safeguarding Lead)



Mrs. Sanam Saleem (Deputy Head and Deputy Safeguarding Lead)



Mrs. Oorooj Qadri (Well Being Lead)



Mrs. Cinzia Alvi (SENCO)

Mr. Adnan Wali is the Chair of Governors and Mr. Zahid Qureshi is the Governor responsible for Safeguarding.

What do I do if I am worried about a child?

If you become concerned about:

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

Please report these concerns to the class teacher or a member of school staff who, if they feel appropriate, 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. At LNS we always maintain the attitude ***'it could happen here...'***

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 but do not make promises that might not be possible to keep

- Reassure the child that you will tell the teacher or Head Teacher 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

Visitor 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 or ridiculing

- 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

- It is best not to do anything for a child that she can do for 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 during your visit the following actions must take place:

- Immediately inform the Head Teacher
- In their absence, immediately inform the Deputy Head Teacher

A copy of the school's safeguarding policy is available on the school website and a printed copy can be made available by the office.

Mobile Phones

To protect our students 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. Under no circumstances should you take photographs of our students whilst at our school.

Health and Safety Fire

If you hear the fire alarm which is a loud continuous bell and/or a ringing bell, you must leave the building by the nearest exit. The fire assembly point is the green area outside the building across the road. You must not re-enter the building until told it is safe to do so. If you discover a fire please immediately press the nearest fire

alarm button and tell a member of 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.

Security: All visitors and contractors coming into the school must report and sign in at the admin office. By signing in and out of the visitors' book you are agreeing to follow the advice within this leaflet. A visitors badge must be worn at all times while on the school premises. Proof of identification and/or evidence of DBS may be sought.

Thank you for taking the time to read this. We hope that your visit will be enjoyable, informative and safe

