



Visitors' Guide to Child Protection and Safeguarding 2024/2025

Visitors Guide to Child Protection in Irvine Royal Academy

Welcome to Irvine Royal Academy.

This leaflet provides some guidance on working safely with our children/young people 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 next to the disabled toilet in the main entrance.

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 Irvine Royal Academy that you have been permitted to.

Reporting Child Protection Concerns

Should you be concerned about a child or young person within Irvine Royal Academy please pass your concerns **immediately** to:

- Jill Hosie, DHT (CP Coordinator)

Should they be unavailable:

- Report your concerns to Linzie Sloan (HT) or

Should they be unavailable:

- Report your concerns to Sharon McDowell, Senior Manager.

Please do not leave without reporting your concern

Responding to a disclosure:

If a child or young person discloses 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 Jill Hosie, CP Coordinator

Safeguarding and protecting children is everyone's responsibility