

*This information is designed to help everyone understand the importance of keeping children safe.*

- All adults who come into contact with children have a duty of care to keep them safe and free from harm.
- It is important to follow the school's ID security procedures as requested by the school.
- Always ensure that you **do not use your mobile phone**.
- Do not take photographs without prior consent.
- Report any visitor that you see taking photographs of children within school premises to the school office.

*Monitor the areas you are working in or visiting.*

- Be aware of visitors who seem to have no business on the premises, questioning them and ensuring they are not left alone until their business is complete.
- Visitors with a red lanyard should be supervised at all times.
- Observe health and safety regulations.
- In the event of a fire alarm sounding, please follow the fire safety instructions located in each room. If you require assisted evacuation, please inform the office staff.

*A child may choose to talk to you about something which concerns them.*

*It is important to:*

- Always take what a child says seriously
- Listen, but do not investigate
- Do not make promises
- Report factually: record the date and time and any concerns you may have. Sign the report and speak to a member of the Safeguarding Team.

It is of vital importance that you **do not** investigate any safeguarding concerns yourself. If the issue is investigated further, it can not only have implications for the child and potentially put them at further risk, but you could also be putting yourself at risk.

**Report any concerns immediately to a member of the Safeguarding Team.**

## Concerns About Staff

In exceptional circumstances, you may have concerns about the conduct of a member of staff.

It is important that you observe the points in this leaflet and inform Mrs Rodwell (headteacher) immediately.

They will then refer the matter to the children's social care services and a Lead Authority Designated Officer (LADO) will co-ordinate any future actions.

If your concern is about the headteacher, you may contact the Chair of Governors through the school office.

## Meet the Safeguarding Team



Ms R Lees

Designated Safeguarding Lead



Mr B Kumar



Mrs G Ball



Mrs K Souter

Deputy Designated Safeguarding Leads



Mrs J Rodwell  
Headteacher



Mr D Jackson  
Governor



## SAFEGUARDING and CHILD PROTECTION

This leaflet is intended for all adults who come into contact with children and young people.

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**Headteacher:**  
Mrs J Rodwell