

## **Safeguarding Procedures**

As a visitor to our school or someone who has come to work with our children in any other capacity, it is important that you are aware of our Safeguarding procedures.

Our school is committed to safeguarding and promoting the welfare of children and young people. We do everything we can as a school to protect our children. All people in the school community have a responsibility to act on any concerns that they have about a child's wellbeing.

If you are concerned about a child's welfare, please speak directly to our Designated Safeguarding Lead Mrs Needham, or in her absence Mrs Hukins.

Full details will be recorded including date, time, child's name, your name and factual account of what was said or observed.

Please do NOT conduct your own investigation. As a visitor to the school, we expect that you keep all concerns or information confidential.

You might be concerned if:

- You see an injury
- Another person may express concerns
- Something else raises concerns or worries
- A pupil tells you something

If a pupil tells you something that needs to be passed on:

- Do not promise confidentiality
- Reassure the child that they have done the right thing

- Listen but do not ask leading questions
- Record notes including date and time and pass on your concerns

Your help in supporting our safeguarding work is appreciated by the school and most importantly, by the children.

## **Allegations against staff and volunteers**

All staff and volunteers should be aware of their duty to report any concerns about the attitude, actions or behaviour of staff. If a child, parent, volunteer or staff member makes an allegation regarding a member of staff, the head teacher should be immediately informed. The head teacher will discuss the allegation and seek guidance from the Local Area Designated Officer (LADO). If the allegation refers to the head teacher then the Chair of Governors, Mrs Maria Tunnicliffe, should be informed.

## **Fire Precautions**

In the event of the fire alarms sounding continuously at any time, everyone must leave the building immediately using the nearest fire exit – all are clearly marked.

You will be directed to the assembly point in the Multi Use Games Area (MUGA).

On discovering a fire, sound the fire alarm by breaking the glass at a call point. These are situated by fire exits throughout the school.

## **Lockdown Procedure**

In the event of a lockdown procedure, three whistles will be blown continuously. Visitors should go to the nearest classroom or the staffroom and await instructions from staff.

## **First Aid**

In the event of an accident, please contact a member of staff who will assist you and enlist the help of one of our trained first aiders.

All accidents must be reported and will be recorded accordingly.

If you have a medical condition which you would like us to be aware of, so that we can offer some help should it be necessary, please inform a member of staff on arrival.

## **School Security**

All visitors to the school must be signed in at reception and will be wearing an identification badge. We please ask that you do not allow anyone access to the building who does not have correct identification.

## **Smoking**

Shirland Primary School operates a non-smoking policy. This includes all of the grounds as well as the buildings. This includes the use of vaping and e-cigarettes.