

Welcome to Shirland Primary School.

This leaflet is designed to help you understand the measures in place to protect our children. It also contains important health, safety and security information for you whilst visiting our school.

Every visitor is asked to sign the book at the main entrance and to wear a visitor's badge at all times. Please return the badge to Reception or a member of staff as you sign out of the premises.

A full copy of our Safeguarding and Whistleblowing policies are available at Reception.

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- Miss Vessey, or in her absence Mrs Dolman.

Full details will be recorded including date, time, child's name, your name and a 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 may 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 your concerns on

Your help in supporting our safeguarding work is appreciated by the school and, most importantly, 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 Headteacher should be immediately informed. The Headteacher will discuss the allegation and seek guidance from the Local Area Designated Officer (LADO). If the allegation refers to the Headteacher then the Chair of Governors, Mr Tim Farndon, should be informed.

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.

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.

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 please inform a member of staff on arrival so that we can offer some help should it be necessary.

Smoking

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

Mobile Phone Use

Personal devices, including mobile phones and smartwatches that connect to the internet, should not be used whilst in school.

Any calls needed to be made or received should be done off the premises or in the staffroom.

Devices should be kept on silent and out of sight when on school property.

Only school-owned devices can be used for capturing, recording and storing data or photos of the children.

Inline with our online safety policy, visitors are not permitted to access the school's internet service without permission.

Headteacher: Miss L Vessey

Telephone: 01773 832426

If you have any concerns about a child our Designated Safeguarding Lead (DSL) is Miss Vessey or, in her absence, Mrs Dolman or Mrs Banks.

Our safeguarding governor is Clare Forrest.

Shirland Primary School

We believe that safeguarding children is everyone's responsibility.



Safeguarding and Health and Safety Procedures

An information leaflet for visitors.