

Visitors in School

Visitors must report immediately to the school office and sign in using the signing in machine. Risk assessments will have already taken place and it will have been decided if a DBS check is required. Visitors who have photo ID and a DBS check will be able to have unsupervised access to the school. Visitors who have no photo ID or DBS will be supervised by a member of staff at all times.

Entry and Exit from the school

The pupil entry to the building will open at 8.45am and close at 9.00am. Any children arriving after the pupil doors have closed will enter the school building via the school reception office. They will get a late pass to ensure that a member of staff knows they have entered the building through the main office and the office staff have marked them in on the register.

Children with SEN

We recognise that children with behavioural difficulties and disabilities are a vulnerable group and all visitors who support these pupils will be made aware of the need to be vigilant at spotting the signs of abuse.

We are committed to safeguarding and meeting the needs of all our children.

Whole school Designated Safeguarding Lead:
Mr Stephen Usher Acting Deputy Head Teacher
Deputy Lead: Mrs Anne Clinton Executive Head teacher
Designated Safeguarding Team:
Mrs Michelle Shaw SEND Coordinator and
Mrs Selina Higson Caritas Social Worker
Governor for Safeguarding: Mrs Yvonne Kinsey

Everyone has a responsibility to make sure that the children within St Edmund's Primary School are safe.

The following policies are linked to the information contained in this leaflet.

Safeguarding, Health and Safety, Behaviour, Attendance, Sex and Relationships, Drugs Education, Medicines in School, Anti-Bullying, E-Safety, Safer Recruitment and Whistle blowing.

St Edmund's R.C. Primary School



Keeping Children Safe
in Education

**Information for
Volunteers/Students**

Upper Monsall Street, Miles Platting,
Manchester, M40 8NG

0161 205 1700

Keeping Children Safe

St Edmund's RC Primary School is committed to creating a happy and safe environment for our children to learn. This leaflet will help you understand how we keep child safe in our school.

Educational Visits

If you are going on a trip with a class please ask the class teacher for the Risk assessment, so that you know how to keep our children safe while off the school premises.

Accident Letters

There are accident slips kept in the school office. Please seek first aid assistance from any trained person, all TAs and Lunchtime assistants are trained First Aiders.

Once an accident note has been completed this must be returned to the school office so that the appropriate action can be taken.

Child Protection On-line Management System CPOMs

Each member of staff can record incidents or disclosures using CPOMs. The school Lead Designated Person and the Safeguarding Team receive an automatic alert when any information is recorded and will decide on the action to be taken.

Therefore if a child discloses information that you need to inform a Designated Person about please ask the member of staff in-charge of the class to log the incident onto the system with you present for accurate recording.

If a child discloses information to you reassure the child and inform them that you will have to tell someone. Never promise the child confidentiality, ask leading questions or try to investigate. Report the disclosure using the above procedures and report to a member of the safeguarding team identified on the leaflet.

Site Safety

Please report any health and safety concerns to the school business manager.

When teaching a class windows should not be blocked or covered.

Photographing Children

We understand that Students may need photographs as evidence for their portfolio.

However, there are some restrictions on the use of images of children (e.g. data protection) and may be health and safety considerations. We adhere to the following guidelines.

- You need to seek written personal consent on the use of photographs for your portfolio.
- Children are not to be named in any publications.
- Mobile phones must never be used to photograph children and must be kept secure and away from teaching areas.