

## **Keeping ourselves safe**

- ◆ Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, wherever possible.
- ◆ If you are seeking an urgent appointment, please report to the Main Office and we will arrange for you to see a member of staff on duty.
- ◆ All visitors must sign in at the Main Office area on arrival.
- ◆ Visitors will be issued with a lanyard that must be worn and be visible at all times.
- ◆ Visitors should remain in the Office Reception until under the supervision of a designated member of staff, unless safeguarding checks allow you unsupervised access.
- ◆ Mobile phones are not to be used whilst on the school site.
- ◆ Photographs are not to be taken unless by prior agreement.
- ◆ Be a good role model to our pupils by being respectful, fair and considerate of others. Remember, children may interpret your words/actions differently.
- ◆ Report to staff any unacceptable behaviour.
- ◆ When working with a pupil(s), ensure you are visible to others.
- ◆ All visitors must sign out at the Main Office before leaving the site.
- ◆ Our regular volunteers, staff and governors have a valid DBS check.
- ◆ If you are unsure of anything, please just ask.

If you are concerned about the safety of any child in our school, you must report this to one of the Designated Safeguarding Team.

*If in doubt please do not leave our school without speaking to someone first.*

If you are concerned about the conduct of a member of staff or volunteer in our school (Allegations against Staff / Whistleblowing Policy), you must contact the Executive Headteacher, Mrs Clinton. In the absence of Mrs Clinton, you must contact Mrs Kennedy, Head of School.

**Here at St. Edmund's, we have a full team dedicated to Safeguarding, they are:**

### **Designated Safeguarding Lead (DSL):**

Mrs Kennedy— Head of Schools

### **Deputy Designated Safeguarding Leads:**

Mrs Clinton - Executive Headteacher

Mrs Shaw –SENDCo

Mrs Betney - class teacher

Miss Byrne—Class teacher

				
<b>Mrs Kennedy</b>	<b>Mrs Clinton</b>	<b>Mrs Shaw</b>	<b>Mrs Betney</b>	<b>Miss Byrne</b>

### **If you see or hear something that concerns you:**

- Act quickly if you are concerned about the child's safety.
- Refer any concerns to a Designated Safeguarding Lead (DSL) as soon as you can.
- Inform class teacher if appropriate
- Keep a watchful eye on the child.

### **If a child tells you they are worried about their safety:**

- Reassure the child but don't ask lots of questions.
- Show the child you care, but don't initiate physical contact.
- Give the child time; don't hurry them.
- Do not promise confidentiality; say you will speak to a teacher and that together we can help to keep them safe.
- Speak to a DSL as soon as you can.

### **Fire/Emergency Procedures**

**On arrival, please alert a member of staff the office staff if you require assistance to evacuate the building safely.**

Everyone must leave the building immediately if the fire alarm goes off, exiting the building, via the nearest fire exit, calmly and quietly. You must gather at the nearest fire point and await contact from the fire marshal. If you have a child with you, you must state this to the fire marshal.

Details of all accidents and incidents involving children or staff must be recorded,

**Address:** Upper Monsall St

Monsall

Manchester

M40 8NG

**Telephone number:** 0161 205 1700

**Email:** [communications@stedmunds.manchester.sch.uk](mailto:communications@stedmunds.manchester.sch.uk)

**For our schools' full Polices, please see our schools website.**

[www.stedmundsrcprimaryschool.co.uk](http://www.stedmundsrcprimaryschool.co.uk)



## **Safeguarding and Child Protection guidance for School Visitors and Volunteers**

**Welcome to St. Edmund's R.C. Primary School**

We are committed to safeguarding and promoting the welfare of children and we expect everyone who works in or visits our school to share this commitment.

The information in this leaflet outlines the expectations for visitors to our school. It gives you information about Safeguarding and Emergency procedures.

Please keep the leaflet safe so that you can refer to it as and when needed.

*We hope you enjoy your time at our school.*

**Visitors are asked to read this leaflet in full on arrival on their first visit.**



**National Nurturing  
School Award  
2023**

