

# The Safeguarding Team



Lisa Palmer  
Designated Safeguarding Lead  
Assistant Headteacher, SENDCO



Cathy Hewitt  
Deputy Designated Safeguarding Lead  
Co-Headteacher



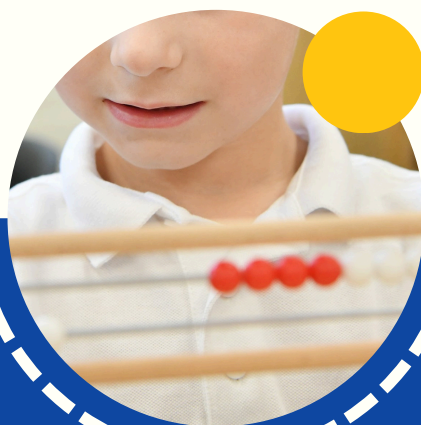
Jo Small  
Deputy Designated Safeguarding Lead  
Co-Headteacher



Amanda Cooper  
Deputy Designated Safeguarding Lead  
Family Support Worker



Amy Marriott  
Deputy Designated Safeguarding Lead  
Assistant Headteacher



Please report any Child Protection or Health and Safety concerns to the school office IMMEDIATELY. They will report your concerns to a DSL.

## Lanyards

All adults in school are expected to wear a lanyard at all times. The following pictures show the lanyards that you may see. If anyone is not wearing a lanyard, they will be challenged.



Priestsic Primary and Nursery School  
Park Street  
Sutton in Ashfield  
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NG17 4BB  
Telephone: 01623 465705  
admin@priestsic.notts.sch.uk  
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Priestsic Primary and  
Nursery School

## Safeguarding and Health and Safety Information for Visitors

Safeguarding is  
everyone's  
responsibility.



# Keeping Ourselves Safe

- All visitors must **sign in** at Reception on arrival.
- Visitors will be issued with a visitor sticker and lanyard that must be worn and visible at all times.
- Visitors are asked to read this leaflet in full on arrival.
- Visitors must remain in Reception under the supervision of a designated member of staff until they are signed in and checked.
- All visitors must **sign out** at Reception.
- Discuss any concerns or questions you have with the appropriate member of staff.
- When working with a pupil(s), ensure you are visible to others.
- Volunteers must **sign in and sign out** at Reception.

If you feel that a child may be at risk of harm but are not sure, then **inform one of the Safeguarding team immediately.** They will offer advice and take appropriate action. Designated Safeguarding Leads wear a blue lanyard with a yellow 'Safeguarding Lead' on. **REMEMBER...if in doubt-ask.** Please do not leave our school without telling someone or doing something.

## Responding to children who may be in need of protection.

| ALWAYS   | NEVER                                |
|--|--------------------------------------|
| Tell the child what you are going to do and why      | Agree to keep secrets or confidences |
| Believe  | Make promises about outcomes         |
| Stay calm  | Question or interrogate              |
| Listen carefully to what they are saying and confirm | Doubt or do nothing                  |
| Reassure   | Panic                                |
| REFER using appropriate form                         | Attach blame                         |

**Reassure** the child that they are doing the right thing.  
**Record** carefully, on the 'Concern about a child's safety and welfare sheet' (found in the school office) what the child says in their own words including how and when the account was given.  
**This must then be dated and signed and immediately passed to one of the Safeguarding Team.**

## E-Safety:

**Mobile Phones:** To protect our children phones must not be used near children and we ask that all phones are left in the school office or staffroom.

**Photographs:** Under no circumstances should you take photographs of our children whilst at school.

## Child Protection:

Our children are frequently reminded about personal safety and child protection issues. If children or staff approach you please confirm that you are visiting the school and show your visitor's badge.

Copies of the Child Protection and Health and Safety Policies are available on the school website and from the school office.

## Fire/Emergency Procedures:

Any person discovering a fire must:

- Operate the nearest fire alarm.

(The fire service will be called immediately by dialling "999" using the nearest telephone when appropriate.)

### On hearing the fire signal:

- When in class, the order to evacuate will be given by the teacher who will indicate the route to be followed.
- When not in class, form a single file and move by the most direct route to the place of assembly.
- At all times act, quietly and calmly.
- Do not stop to collect your personal belongings.
- Assemble on the **all weather pitch.**

## First Aid:

If a child requires first aid assistance when in school, please inform a member of staff. If a visitor/volunteer requires first aid assistance, please ask a member of staff for medical assistance.