

# WELCOME TO SHOBNALL PRIMARY SCHOOL



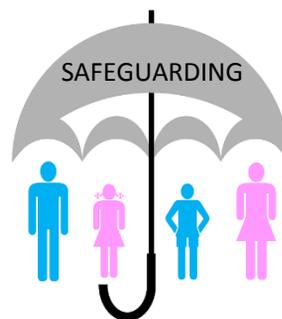
## Safeguarding Advice

For **ALL** Visitors



Safeguarding is **EVERYONE'S** responsibility.

Our school is committed to safeguarding and promoting the welfare of children and young people and expects **ALL** staff, volunteers and visitors to share this commitment.



### The Safeguarding Team at Shobnall Primary



Mr David Adams  
Designated  
Safeguarding Lead



Mrs Paula Johnston  
Deputy Designated  
Safeguarding Lead



Mrs Michelle Bradley  
Safeguarding  
Governor

# SAFEGUARDING

## **General Advice**

Anyone visiting or working on or in our school plays an important part in the life of school and as such, can play a part in keeping students safe whilst working at, or visiting, the school by observing the following guidelines:

- Do not initiate verbal or physical contact with the children unless it is appropriate and part of the agreed reason for your visit.
- Do not provide any personal information to children, such as your mobile phone number or address.
- Do not provide children with your personal email address, and only provide your professional email address if it is necessary as part of the reason of your visit.
- Do not give children details of your social networking accounts or engage in any communication with children using social networking sites.
- Avoid being on your own with a child, if possible. If not, ensure staff are aware of where you are, who you are with and the timings of your visit.
- Do not do anything for a child that they can do for themselves.
- Always tell staff if a child behaves in an inappropriate manner towards you.
- If in doubt, ask



## **Mobile Phone Use**

As a general rule, staff are not allowed to make and receive calls, or send texts when working with children. Use of mobile phones should be limited to lunchtime or during breaks and not used when in the same vicinity as the children. Mobile phones should be kept away, out of view and there should be no use of the camera function at any time unless specific permission has been given.

## **What to do if you have a concern**

We all have a statutory duty to safeguard and promote the 'welfare of children' and to maintain a professional attitude if 'it could happen here' where safeguarding is concerned.

All staff and visitors at every JTMAT school are encouraged to report any concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often, however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on concerns in accordance with the Safeguarding Policy to the Designated Safeguarding Lead at each school to build up a picture and access support for the child at the earliest opportunity.



**Whilst on SHOBNALL premises, the following MUST BE observed:-**



### **Signing In and Out**

To ensure the health and safety of all individuals within our school, all visitors, including supply teachers, peripatetic teachers, students, work experience students, governors and contractors are required to sign in before entering the school building and sign out upon departure. All visitors are to sign the Visitor's book and will be given a badge that must be worn at all times. We encourage both staff and children to challenge those who may be unfamiliar and who are not wearing a badge. When signing out, please ensure that badges are returned to the School Office.

### **Health and Safety**

Your safety and wellbeing during your visit is important to us. As a visitor to our school, you have a legal duty of care for Health and Safety for both yourself and others.

### **Safeguarding Children**

If you have any concerns that a child has been harmed, is at risk of harm or you receive a disclosure, please contact Mr Adams (Designated Safeguarding Lead) or Mrs Johnston (Deputy Designated Safeguarding Lead) as soon as possible.

### **Use of Mobile Phones and Cameras**

Staff, students and any visitors to school are **NOT** permitted to use their own phone or cameras in the vicinity of children. All mobile phones **MUST BE** turned off and visitors may only use their phones in a school office or outside the school gates. Mobile Phones should be kept away, out of view, at all times and there should be no use of the camera function at any time unless specific permission has been given.

### **Emergency**

In the event of an emergency, the school alarm will ring continuously. Please leave the building by the nearest safe exit and proceed to the assembly point in the Key Stage 1 playground, located next to the car park. **DO NOT** re-enter the building until you are told it is safe to do so.