



# WELCOME TO SHOBNALL PRIMARY & NURSERY SCHOOL



## Safeguarding Advice for ALL Visitors

Safeguarding is **EVERYONE'S** responsibility.

Welcome to Shobnall Primary & Nursery School. 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 information in this leaflet outlines who our Safeguarding Staff are in school and our procedures. If you have ANY questions at ANY time, please see a member of the team. All staff and visitors at every JTMAT school are encouraged to report any concerns and not see these as insignificant.

### The Safeguarding Team at Shobnall Primary & Nursery School



**Mr David Adams**  
Headteacher  
Designated Safeguarding Lead  
Location: Head Teacher's Office



**Mrs Tina Farrington**  
Deputy Headteacher  
Deputy Designated Safeguarding Lead  
Location: Inner Office



**Mrs Paula Johnston**  
Family Liaison Officer  
Deputy Designated Safeguarding Lead  
Location: Inner Office



**Mrs Michelle Bradley**  
Safeguarding Governor  
Burton College  
Contact: [m.bradley@lgb.jtmat.co.uk](mailto:m.bradley@lgb.jtmat.co.uk)

# 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.

## Reporting a Concern

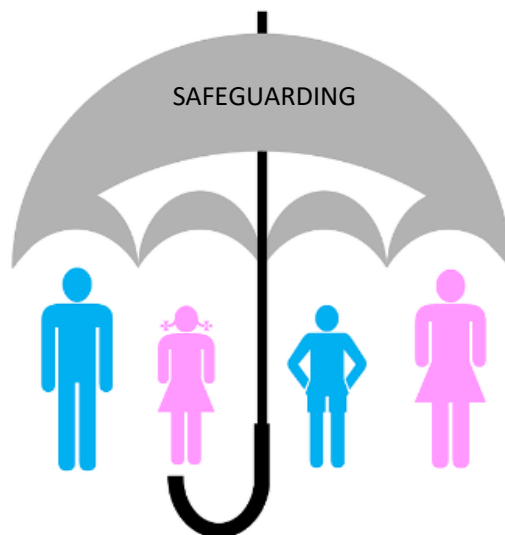
- If you have a concern about a student whilst on our school site, please complete a **BLUE VISITOR RECORDING FORM**. These are available from the **school office**.
- Please ensure the form is handed to a member of the safeguarding team.
- If during your visit, a student makes a direct disclosure to you, please listen to the child, explain that you will have to share this information with a member of the Safeguarding Team. This will also need recording on a **BLUE VISITOR RECORDING FORM**.
- In the case that a child or adult discloses any information regarding abuse they may have suffered, the information should be passed to the DSL as a matter of urgency. If the DSL is not available, please speak to a DDSL.
- If the DSL and DDSLs are not available, any urgent concerns should be passed on to the relevant professionals.
  - **Staffordshire Children's Advice and Support Team - 0300 111 8007**
  - **Derbyshire Starting Point - 01629 533190**
  - **Police - 999 (Emergency) 101 (Non-Emergency)**
- If you have a concern about a member of staff, trusted adult, volunteer or visitor you will need to report your concerns to Mr David Adams.

## Guidance on responding to a child disclosing abuse:



The following list should be used as advice for all staff in the event that a child discloses information relating to abuse that they may be suffering to them;

- Stay calm
- Listen carefully to what is said
- Do not promise to keep secrets – find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others
- Allow the child to continue at their own pace
- Only ask questions for clarification purposes – at all times avoid asking questions that suggest a particular answer
- Re-assure the student that they have done the right thing in telling you
- Tell them what you will do next and with whom the information will be shared.
- Record in writing what was said using the child's own words as soon as possible – note the date, time, any names mentioned and to whom the information was given. Ensure that the record is signed and dated.
- Do not take photographs, nor ask to see any injury.



**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 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 a fire, 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. In the event of an inward evacuation, or lockdown, the school alarm will ring with five short sharp blasts. You should stay where you are, or take cover inside. **DO NOT** move from where you are until you are told it is safe to do so.