

Safeguarding pupils at Grendon CE Primary School: **visitors' guide**

Duty of Care

We all have a duty of care to safeguard and promote the welfare of children at Grendon CE Primary School. We take this responsibility very seriously. We want to ensure we create a positive, caring and safe environment in which to learn.

As a visitor, we expect you to support the school in ensuring that our pupils are protected at all times. To do this, we ask you to:

- Make sure you know who the Designated Safeguarding Leads are in school
- Be aware of the ways you can report any concerns you may have
- Agree to abide by our **Visitors' Code of Conduct**

If you have a concern

We understand that people are sometimes unsure whether they should report something or no. Our advice would always be that if something makes you feel uncomfortable then speak to a Designated Safeguarding Lead (DSL). In our school, the DSLs are:

John Wayland—Head Teacher

Charlotte French—Deputy Head Teacher

If you think the matter is very serious and may be related to physical abuse, emotional abuse, sexual abuse or neglect, you must report this immediately to a DSL.

Do not:

Ignore your concerns

Investigate the matter yourself

Do:

Discuss your concerns immediately with a DSL

Visitors' Code of Conduct

We expect you to:

- Sign in to school when you arrive and sign out when you leave
- Act as a positive role-model at all times
- Keep information confidential
- Inform school staff of any inappropriate behaviour
- Reports any safeguarding concerns
- Work under the guidance of the teacher at all times
- Avoid any situation where you are working alone with a pupil out of sight of school staff
- Never share personal information such as email addresses or phone numbers with pupils
- Never take photos of children on personal recording devices whilst engaged in voluntary activities
- Store your mobile device in the teacher's cupboard while in school

Fire Procedures

Upon hearing the alarm, make your way to the nearest exit and assemble on the playground

First Aid

Please speak to a member of staff should you require a first aider

Contact Information

Web: www.grendonprimary.net

Tel: 01933 663208

Email: head@grendon.northants-ecl.gov.uk

Northamptonshire Safeguarding Children's Partnership

www.northamptonshirescb.org.uk

Multi-Agency Safeguarding Hub (MASH)

Tel: 0300 126 1000

Email: MASH@nctrust.co.uk