

SAFETY & SECURITY

DO

- Wear your visitor's badge at all times
- Sign in and out when entering and leaving the school premises (returning ID badge to office)
- Make yourself aware of our Fire Procedures (information in Health & Safety folder)
- Leave the building via the nearest exit in an emergency
- Wear appropriate attire (e.g. no low cut tops, short skirts, no jeans)
- Make yourself aware of our First Aiders (information in Health & Safety folders), and if a child requires first aid refer them to a First Aider
- If a child becomes unwell, refer them to their class teacher
- Report disclosures made by pupils to a Designated Safeguarding Lead
- Alert a member of staff if you have any concerns in relation to health and safety/ safeguarding
- Think about your own safety and report anyone who is acting suspiciously
- Ensure all external doors and gates remain closed and locked
- Follow all school policies at all times; if in doubt, check with a member of staff
- Expect school staff to challenge you politely if they have reason to believe you are not adhering to our safeguarding/ health and safety procedures

DO NOT

- Be left alone with a child
- Smoke on the premises
- Open the door to visitors (alert a member of staff)
- Share door security codes
- Drink hot drinks in the presence of children

We are committed to safeguarding and meeting the needs of all our children.

CEO: Mrs Kirsty Tennyson

Headteacher: Mrs Laura Rynn

Chair of School Committee: Mrs Rachel Pickles

FIRE PROCEDURES

FIRE

If the fire alarm sounds during your visit please:

- Leave the building via the nearest exit and assemble on the school playground
- Do not collect your belongings
- Do not run
- Do not re-enter the building until you have been given the all clear to do so
- If you are working with pupils they should also leave via the nearest exit with you and re-join their class at the assembly point

DBS CHECKS

All staff, including supply staff, regular visitors and volunteers are subject to the Disclosure and Barring Scheme checks. This is to help ensure that unsuitable people are prevented from working with children.

ACCIDENTS & ILLNESS

Should you have an accident or become unwell during your visit please report this to a member of staff who will inform a member of the Senior Leadership Team.

CONFIDENTIALITY

Confidential or personal information about a pupil or family must never be discussed outside of school and information shared will be on a need to know basis.

STAFF CONDUCT

If you are concerned about the conduct of a member of staff, student or volunteer in our school you must report this immediately to the Headteacher.

St Ann's Church of England Primary School

View Road, Rainhill, Merseyside, L35 0LQ

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www.rainhillstanns.co.uk

Email: stannsce@three-saints.org.uk

Welcome to St Ann's Church of England Primary School

Together, we aim high: with God's love, we can fly.

Safeguarding Information for Visitors

Article 19 UNCR—All children *should* be protected from violence, abuse and neglect

This leaflet has been issued to you so that understand what is expected of you during your visit. Please seek advice if you are unclear about any of the contents.

DESIGNATED SAFEGUARDING LEADS



Mrs Laura Rynn
Headteacher
Designated Safeguarding Lead



Mrs Laura Crowther
Family Support Worker
Deputy Designated Safeguarding Lead



Mrs Emma Preston
Assistant Headteacher
Deputy Designated Safeguarding Lead



Mr Anthony Albrecht
Acting Assistant Headteacher
Deputy Designated Safeguarding Lead



Miss Charlotte Foster
Assistant Headteacher
Deputy Designated Safeguarding Lead

If you are worried about the safety of any child in our school or have any Health & Safety concerns you must report your concern to a member of the Designated Safeguarding Leads.

VISITORS RESPONSIBILITY

All those who come into contact with children through their every day work whether paid or voluntary are responsible for their own actions and behaviour. You should avoid any contact which would lead any responsible person to question your motivation and intention. At St Ann's Church of England Primary School we all have a duty to safeguard and promote the welfare of children.

Please follow our Code of Conduct

- Treat everyone with respect — remember our behaviour curriculum 'Courtesy, Care & Concentration'.
- Provide an example you wish others to follow.
- Remember that someone else might misinterpret your actions, no matter how well intentioned.
- Plan activities so that they may involve more than one person or at least are in sight or hearing of others.
- Respect a child's right to personal privacy.
- Act as an appropriate role model.
- Provide access for children and adults to feel comfortable enough to point out attitudes and behaviours they do not like, and try to provide a caring atmosphere.
- Do not jump to conclusions without checking facts.
- Do not permit abusive activities e.g. bullying, ridiculing.
- Do not play physical contact games.
- Do not make inappropriate comments, suggestive remarks, gestures or tell any jokes that could be offensive.
- Do not rely on your good name to protect you. It may not be enough.
- Do not believe it could not happen to you. **It could.**

WORRIED ABOUT A CHILD?

Abuse (physical, sexual, emotional) or neglect can have a damaging effect on a child's health, educational attainment and emotional well being. Some changes in a child's behaviour may not necessarily indicate that a child is suffering abuse or neglect. In some cases those changes may be symptoms of a hidden disability, undiagnosed medical conditions or changes in medication. If whilst working with a child you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in a child's behaviour

Please report these concerns to the class teacher who will pass the information to the school's Designated Safeguarding Lead.

DISCLOSURE OF ABUSE BY A CHILD

Whilst this can be an alarming situation, it is important that you know what to do in such an eventuality and for you to be able to stay calm and controlled.

- Listen to what is being said without displaying shock or disbelief. Accept what is being said.
- Allow the child to talk freely, listen do not ask direct questions.
- Re-assure the child but do not make promise that might not be possible to keep.
- Do not promise confidentiality but explain to the child that you have to tell their teacher or Headteacher in order that you can help them.
- Do not interrogate or ask leading questions.
- Re-assure the child it is not their fault.
- Stress that it was right to tell.
- Make them aware their disclosure will be reported to only those that need to know and can help.
- Record details of the disclosure immediately, including where possible the exact words or phrases used by the child. Sign and date the record.
- Report your concerns and give your written record to a Designated Safeguarding Lead to enable the matter to be dealt with in the most appropriate way.
- Be aware of your own feelings about abuse and find someone you can share your feelings with once the procedures have been completed.
- It is important to remember the children's details and names must remain confidential and any discussion that you feel you need to undertake does not allow the child to be identified to anyone else.

ALLEGATIONS

Any allegations should be reported to the Headteacher **Mrs Laura Rynn.**

If the concerns are about the Headteacher these should be reported to the CEO Mrs Kirsty Tennyson and the Chair of School Committee Mrs Rachel Pickles.

SAFE WORKING AT ST ANN'S CHURCH OF ENGLAND PRIMARY SCHOOL

- Provide a good example and be a positive role model by being respectful, fair and considerate to all.
- Treat all children equally—never build a 'special relationship' or favour a particular child above all others.
- Ensure that when working with individual children, that you can be visible by others. Never be left alone with a child.
- Do not receive or give gifts unless arranged through school.
- Only touch children for professional reasons and when this is necessary and appropriate for the child's wellbeing and safety.
- Do not photograph pupils (unless requested to do so by the class teacher using school equipment).
- Do not exchange emails, text messages, phone numbers, befriend children on social media or give out your own personal details.