



# SEBERT WOOD PRIMARY SCHOOL SAFEGUARDING GUIDE



## *Welcome to Sebert Wood Primary School*

We are committed to safeguarding and promoting the welfare of all children and recognise the contribution we must all make to protect children from harm. We expect all staff, visitors and volunteers to share this commitment.

This guide contains information about our expectations of you when visiting our school and gives information about our safeguarding and emergency procedures.

### Keeping ourselves safe

- ALL visitors **MUST** sign in at reception on arrival (and sign out upon leaving).
- Visitors are issued with a badge and it must be worn at all times—we use the following lanyard system to identify everyone in school. **BLACK** = fully checked school staff, **GREEN** = non staff but full DBS and safeguarding induction, **AMBER** = external DBS checked, **RED** = accompanied at all times.
- Visitors are asked to read this guide in full on their first visit and sign the visitors log to say they have read and understood.
- Visitors remain in reception area until instructed by staff.
- Mobile phones are **NOT** to be used in the presence of pupils.
- Photographs are **NOT** to be taken without prior approval.
- Be a good role model to our pupils by being respectful, fair and considerate of others. Remember that children may interpret words/actions differently.
- Report any unacceptable behaviour to staff.
- When working with pupils ensure you are visible to staff and **DO NOT** have physical contact with a child that could be misconstrued.
- Regular volunteers, agency staff, and outside club/coaching staff are required to provide evidence of enhanced DBS clearance for 'regulated' activities, and wear a visitors badge.

### Key Safeguarding Information

- The key message for safeguarding is: *'if you see something, say something'*
- The key elements of our policy are *prevention, protection and support.*
- **If you have concerns about a child or a child discloses something to you** speak to one of the trained Designated Safeguarding Leads (photos below) as soon as possible. They make a decision as to the next steps the school may need to take.

Designated  
Safeguarding Lead and  
Prevent Lead  
Mr J Tottie



Alternate  
Designated Safeguarding Leads  
Mrs S Dade, Mr J Winch & Mr N Wells



Chair of Governors—Mr J Gaskin

Named Safeguarding Governor—Mr J Gaskin

Western Area Local Authority Designated Officer (LADO) — 0300 123 2044

Contact numbers for members of the public concerned about a child's safety

Customer First—0808 800 4005

Police—01473 613500, 101 or 999

Department for Education dedicated telephone helpline for concerns relating to radicalisation