

WHO TO CONTACT...

Designated lead for Child

Protection:



Christine Spain—Headteacher

In her absence:

Jayne Hore—Deputy Headteacher

Paul Izzett —Chair of Governors

Joanna Robinson—Safeguarding Governor

Prue Rayner—Primary Executive

Headteacher

C a r P a r k i n g

Visitors are requested not to park in the staff car park during peak times or during the school day. If walking into school, please stick to the footpaths.

Fire Evacuation Procedure

The fire alarm is signalled by the continuous ringing of the school bell. If you discover a fire, press the nearest fire button and make your way to the nearest exit and meeting points, either the front playground if in YR or the music room, the back playground for all other areas.

By following the advice in this leaflet, you are helping to keep our children safe!

PREVENT

At Stapleford Community Primary School we follow the Prevent Strategy to look out for pupils who may be vulnerable to being drawn into terrorism. If in doubt, report it. Further details are available from Mrs Spain.

**STAPLEFORD COMMUNITY
PRIMARY SCHOOL
BAR LANE,
STAPLEFORD,
CAMBRIDGE**

Phone: 01223 508720

Email: office@staplefordprimaryschool.org

www.staplefordprimaryschool.org

PLEASE SWITCH OFF ALL MOBILE

DEVICES INCLUDING PHONES WHILST YOU

ARE IN SCHOOL



STAPLEFORD COMMUNITY PRIMARY SCHOOL

**GUIDANCE FOR ALL
VISITORS AND
VOLUNTEERS**



**SAFEGUARDING AND
CHILD PROTECTION
PROCEDURES
2019–2020**

Security / signing in

All visitors must report to reception on arrival, sign in at the reception desk and collect a visitors badge which must be visible through out your stay. Visitors must leave the site via the reception, sign out and return their badge.

KEEPING EVERYONE SAFE

We all play an important part in keeping children safe whilst working in or visiting our school. This is true whether you are directly employed by the school, visiting or working as a volunteer.

Whilst you are in school you may be approached by a child who wants to talk to you about something that is concerning them or you may notice something that concerns you about a child. If this is the case, you must follow the guidance in this leaflet.



If you are approached by a child wanting to talk, you should listen positively and be reassuring.

- ◆ Be prepared to listen and comfort
- ◆ Stay calm and controlled
- ◆ Do not make promises that cannot be kept e.g. that you will keep the worry secret
- ◆ Do not question the child, try to limit your involvement to listening
- ◆ Report any disclosure immediately to the Designated Safeguarding Lead (DSL) for Child Protection, **Christine Spain** or **Jayne Hore**

GUIDANCE FOR REPORTING INFORMATION

You should record your concerns as soon as possible, preferably on 'Pupil Concerns Form' available in the **staff room** at all times.

You should include the following information

- The nature of the concern
- What is the evidence that led to your concern

- What the child said in the discussion that took place
- What you did or said in response
- The name of the child
- The date / time the disclosure took place

It is important concern forms are forwarded to the DSL as soon as possible, and the information is NOT discussed with other people.

It may be that you have a concern that feels very vague and you would simply like to discuss your concerns.

When in doubt—talking to the Designated Safeguarding Lead is always the right thing to do! Your information may be a small piece in a bigger jigsaw and it may help to get a better understanding of what is happening for that child.

Important Documents:

- [Keeping Children Safe In Education 2019](#)
- [Working Together to Keep Children Safe 2019](#)
- [What to do if you are Worried A Child Is Being Abused](#)

These documents are available to read at school.