

Please stay in the areas necessary for your visit.

Please wear the visitors badge you have been given by the Office at all times.

Visitors must be accompanied by a member of staff at all times.

Mobile phones, cameras, smart watches and other equipment should only be used when specific permission has been given.

Do not take images of the pupils unless specific permission has been given.

Bluetooth should be switched off on all devices.

If you need to use the internet please contact the Main Office where you will be asked to sign an Acceptable Use Agreement.

Never discuss the School, children or adults working within the School on Social Media.



Smoking is not allowed on the site.

If you hear a fire alarm please leave via the nearest exit and report to a member of staff at the assembly point in the School field.

Fire procedures are clearly on display throughout the School.

Visitor's toilets are located by the main entrance. Please do not use any other toilets.



**Whatever you do work at it with all your heart
Colossians 3:23**

**Heddon-on-the-Wall
St. Andrew's CE Primary
School Safeguarding
Information and Advice**

**HEDDON ON THE WALL
ST ANDREW'S**



C.E. PRIMARY SCHOOL

By signing in and out of our visitors / contractors book you are agreeing to follow the advice in this leaflet.

All visitors will be asked to show photographic ID and you may be asked to provide your enhanced DBS clearance certificate if appropriate.



Heddon-on-the-Wall St. Andrew's CE Primary School fully recognises the responsibility it has to have in place arrangements for safeguarding and promoting the welfare of children.

All those who come into contact with children and families have a duty to safeguard and promote the welfare of children.

Through your day to day contact with pupils you have a crucial role to play in noticing indicators of possible abuse or neglect and in referring your concerns to the Designated Senior Person in School.

For more information please refer to the Child Protection Policy on our School website at www.heddon-school.co.uk or ask at the Office for a copy.

What should I do if a child discloses information to me or I have any concerns about the behaviour of any adult within the School towards a child?

- React calmly
- Listen carefully
- Record what is told accurately - fact NOT opinion

DON'T

- Ask questions
- Promise confidentiality
- Stop a child who is freely recalling events
- Be judgemental

ALWAYS

- Share your concerns ASAP with the Designated person or their Deputy. The Office Staff can get in contact with them for you.
- Record your concerns

NEVER

- Discuss concerns with parents/carers or people outside of School

REMEMBER

- It is important to share your concerns even if you are unsure.

DESIGNATED SAFEGUARDING LEADS



Mr. A. Wheatley
Headteacher



Mrs. F. O'Reilly
KS 2 Lead

How can I ensure my behaviour is always appropriate?

- Maintain a professional approach towards children wherever and whenever you are in contact with them.
- Facebook and Social Media Sites: Take extra care with your privacy settings and check that your profile image is appropriate. Don't invite or accept students to be friends.
- Avoid, as far as possible, being alone with a child. If you need to work with a child alone ensure that the door is open and you are visible to others.

Help us to safeguard the young people in our care.