

Keeping everyone safe:

Cleves Cross Primary School seeks to provide a safe and friendly learning environment and is keen to work closely and proactively with parents, members of the local community and other agencies.

At the same time, our most fundamental duty is to protect the safety and welfare of all pupils, parents and staff. We welcome visitors to the school, but expect all visitors to comply with the school policies and procedures, in particular DBS checks and Health and Safety requirements.

On arrival at the school you will be asked to sign in and will be given a visitor badge. Please wear your badge at all times whilst on the school premises. Anyone without a badge will be challenged and escorted back to the office.

Only visitors with DBS clearance are allowed to work with pupils. Visitors without clearance will be accompanied by a member of staff at all times.

Mobile phones whilst on the school premises should be turned off.

Any further information can be found in our policies on the school website.

We believe:

Schools can contribute to the prevention of abuse. All children have the right to be safe and protected from harm. To meet the above aims, adults should: Be familiar with the school's child protection policy including issues of confidentiality.

Share any concerns with the DSL (designated safeguarding leads)

In our school these are:



Mrs Brentnall
Headteacher



Mr Hornsby
Deputy Headteacher



Mrs Snowball
Assistant Headteacher

Worried about a child?

If whilst working with a child you become concerned, discuss this with the class teacher in the first instance who can then pass this information onto the DSL where appropriate.

Concerns may include:

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

Disclosure of abuse by a child:

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

- ♦ Listen and accept what is being said without displaying shock or disbelief
- ♦ Allow the child to talk freely; listen rather than ask leading questions
- ♦ Re-assure the child but do not make any promises that might not be kept
- ♦ Explain to the child that other members of staff will need to be told but that their disclosure will only be reported to those that need to know and can help
- ♦ Re-assure the child that it is not their fault and that they were right to tell
- ♦ Record the details immediately after the conversation. Try to include exact words or phrases and ensure it is dated and signed.
- ♦ Report any concerns to the DSL to enable the matter to be dealt with effectively

Key Considerations

What should I do if the allegation or concern is against a member of staff?

You should report the allegation or concern to the Headteacher.

What should I do if the allegation or concern is about the Headteacher?

Alert another Safeguarding Lead who will signpost you to the Chair of Governors.

How do I ensure my behaviour is always appropriate?

Appropriate relationships with children are based on mutual trust and respect.

Please do not photograph children, exchange emails or text messages or give out your own personal details.

Avoid any physical contact with children unless you are preventing themselves from harming themselves or others.

Fire and emergency evacuation

If the fire alarm sounds, please leave the building immediately by the nearest exit and assembly on the main school yard. Once there, please wait until a roll call has been completed and you have been given the authorisation to re-enter school.



Fire Alarm

First Aid

We have qualified first aiders throughout the school. An updated list can be found in the school's staffroom.

All adults working with children should make themselves aware of children with specific conditions that may require emergency assistance and know who is trained to provide that assistance; this includes the use of Epi-pens, inhalers and other equipment. Photographs of children with specific medical needs are displayed in the staff room.



Wi-fi and internet access

Any users of our school systems and Wi-Fi must comply with the Acceptable Use Policy. Personal devices must not be used in school.



No
Smoking

This is a smoke
free school

Safeguarding Procedures for Visitors at Cleves Cross Primary School



**Cleves Cross
Primary School**

Together we can...

Cleves Cross Primary School

Cleves Cross

Ferryhill

County Durham

Telephone: 01740 651599

Email: clevescross@durhamlearning.net

Website: www.clevescrossprimary.org.uk

Headteacher: Mrs Christine Brentnall