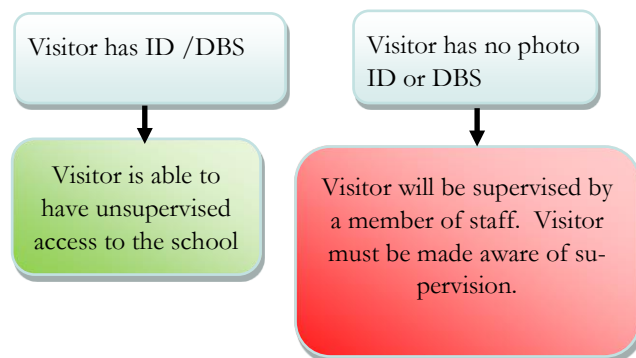


## Visitors to the school

### **Visitors must report to the office:**



Regular visitors to the school , e.g contractors, peripatetic music teachers sign into the 'Visitors Book' and wear a red contractor lanyard. The member of staff signing in the Visitor (YELLOW without DBS) must ensure the visitor wears the yellow visitor lanyard and checks their supervision.

### The use of Mobile Phones

The use of mobile phones on the school site is forbidden during school hours except in the school staff-room and offices (accept in the case of emergencies). Visitors are requested to turn their phone off, and never have their phone out when in the vicinity of children. Children who need to bring in their phones for activities after school must hand their phones into the safekeeping of the admin staff during the school day.

### Staff

If a member of staff has any concerns about any of the following guidance they should seek advice from the Head / Deputy/ Assistant immediately.

## Staff Conduct

All staff are trained to work in a professional way. Staff are trained to be aware of the dangers in:

- ☐ Working alone with a child (a door will always be open or a clear view into the room maintained.)
- ☐ Physical interventions (see behaviour policy) should be side-on contact, never alone.
- ☐ Cultural or gender stereotyping
- ☐ Dealing with sensitive information
- ☐ Receiving gifts from parents and children (staff must seek head teacher's permission before giving presents to children or parents.)
- ☐ Contacting children through private phone call, text or e-mail.
- ☐ Disclosing personal details inappropriately.
- ☐ Meeting pupils outside school hours or school duties.

### Confidentiality

Members of Staff and Governors may have access to confidential information about pupils in order to undertake their responsibilities. In some circumstances the information may be highly sensitive. Confidential or personal information will never be disclosed to someone unless they 'need to know' in order to safeguard the child. Pupil and Staff records are all kept securely.

### Single Central Record SCR

The Single Central Record holds information on all staff, volunteers and contractors working in the school. The Admin Staff are responsible for the upkeep of the SCR and the Head teacher monitors it regularly in line with OFSTED requirements. The head is responsible for the Safe Recruitment of new staff including volunteers.

## Site Safety

Inform the office if there are building defects requiring repair. Risk assessments are carried out regularly to ensure the site is a safe place for children to learn.

### What should I do if I have concerns about a member of staff?

You will need to report any concerns directly to the Head Teacher.

### What should I do if the person of concern is a Safeguarding Officer?

You will need to report this directly to the Chair of Governors.

### Pupils and Photographs

We understand that parents/carers like to take pictures of their children to celebrate special moments or their child's success. These are for personal use and should not be shared electronically.

However, there are restrictions on the use of images (data protection). We adhere to the following guidelines:

- ☐ We seek written permission (annually) for the use of photographs and images for use by the school.
- ☐ If visitors come into the school to take photographs or make videos for use outside school, we seek specific parental consent.
- ☐ Staff are sensitive to the feelings of pupils who may be uncomfortable about being photographed.
- ☐ Staff are aware if children are affected by flash photography.
- ☐ Children's full names are not used in our publications.

### **Children with SEND**

We recognise that statistically, children with behavioural difficulties, learning needs and disabilities are more vulnerable to abuse. All members of staff are made aware of the need for vigilance for the signs of abuse in any children but our children with SEND in particular.

### **Medical needs**

Children may need to take medication during the school day. This should only be done if the relevant forms have been filled in by the parent. Only a member of Staff should have responsibility to supervise the taking of medicine.

### **Online Safety**

The school has a separate policy on internet use and online safety. The topic is covered a number of times during the school year.

### **Transporting Children**

In certain situations, e.g. out of school activities, staff volunteers or governors may agree to transport pupils. Wherever possible, any transport arrangements will be made in advance and any transport should be provided other than private vehicles, with at least one adult additional to the driver acting as an escort.

### **After School Activities and Educational Visits**

Staff and volunteers take particular care when supervising pupils in the less formal atmosphere of an educational visit, particularly in a residential setting, or after-school activity. Staff and volunteers remain in a position of trust and the same standards of conduct apply. The school has a policy on Educational Visits which forms part of this guidance.

## **Designated Officers for Child Protection**

The designated members of staff below keep child protection information securely, offer advice and support to colleagues and pass on concerns to the relevant agencies.



Designated Officer for Child  
Protection and SENDCo  
**Mr Ed Hunt**



Deputy Designated Officer for Child  
Protection and Pastoral Care  
**Ms Tracey Salter**



Deputy Designated Officer for Child  
Protection and Head Teacher  
**Miss Jenna McCaffery**



Deputy Designated Officer for Child  
Protection and Deputy Head Teacher  
**Miss Kelly Hodkinson**

### **Governors**

**Safeguarding Lead Governor**

**Lucy Hanley**

**Multi Agency Safeguarding Helpline (MASH):**

**0345 155 1071**



# **Safeguarding Information SEATON PRIMARY SCHOOL**

- **All visitors should use the main entrance during the school day**
- **All visitors must report to the front office and sign in**
- **All visitors must wear the appropriate lanyard**
- **In the event of an emergency a member of staff will direct you to the nearest exit**