



Goosewell

Primary Academy

Rise To Greatness

School Visitor Safeguarding Guide

- Please switch off your mobile phone on entry to the school.
- Ensure your Visitor Lanyard is visible at all times.
- Face covering is required at all times and will be provided by the school. Due to Covid-19 guidelines.
- All visitors to use the hand sanitiser stations regularly. Due Covid-19 guidelines
- Movement around the school is restricted and will be agreed with you prior to your visit . Due to Covid-19 guidelines
- No smoking or vaping in or around the building.
- Remember to sign out and hand your lanyard in at reception when leaving

Safeguarding Statement

Goosewell Primary Academy is committed to safeguarding and promoting the safety and welfare of children in our care.

We require all staff, volunteers and visitors to share this commitment.

This leaflet contains information about our expectations whilst visiting the school. If you are unclear about anything, please speak to any one of the contacts named within.

If you are concerned about the safety of any child in our school, you must report to one of the safeguarding staff listed in this booklet.

SAFEGUARDING STAFF

The designated Leads for safeguarding are:



Miss Laura Warren
(Deputy Headteacher)



Mr James Gentile
(Headteacher)



Miss Louise Merriman
(Assistant Headteacher)



Mr Marc Leader
(Assistant Headteacher)

Deputised by:



Mrs Rebecca Ellerker
(Safeguarding Governor)



Mrs Joanne Penk
(Parent Support Advisor)



Mrs Lizaine Arnold
(Office Manager)

What do you do if you are worried about a child?

If you become concerned about

- Something a child says
- Marks or bruising on a child
- Changes in a child's behaviour or demeanour

You must inform the Designated Safeguarding Lead

What do you do if a child discloses to you they are being harmed?

- React calmly
- Listen carefully to the child, particularly to what is said spontaneously
- Do not promise confidentiality. Explain to the child that you may need to pass on the information if you are worried about their safety
- You may clarify your concern using "Tell, explain, describe or outline," but as soon as your concern is confirmed ask no further questions as further enquiries may be compromised
- Only trained investigators should question a child
- Reassure the child that they have done the right thing
- Record carefully what the child says in their words including how and inform Designated Person for Safeguarding immediately.

Keeping yourself safe

Be professional. Be careful how you interact with or speak to a child, the child may interpret it differently. Avoid physical contact with children, unless you are preventing them from immediately harming themselves or others. Avoid being on your own with a child; always ensure that a door or window to the corridor is open/visible so that you are visible to others.

Staff Conduct

If you are concerned about the conduct of a member of staff following an observation or disclosure, the following actions must take place:

- Immediately inform the Headteacher.
- In their absence, immediately inform the Deputy Headteacher or Assistant Headteacher.

Medical Needs

If you have medical needs that the school needs to be aware of, please inform a member of staff on the reception desk upon arrival.

Fire Procedures

Action in the event of fire

On seeing a fire or smoke, raise the alarm by pressing the nearest manual call point. Exit route plans are located in all rooms

- If you hear a loud, constant siren sounding alarm, everyone must leave their belongings behind; exit the building through the nearest Fire Exit and assemble at the Fire Assembly Point located on the Playground and Playing Field at the far end of the school.
- Fire Marshalls will assist with evacuations and the Site Manager will conduct a sweep of the building. A register will be taken at the Assembly Point.
- Walk quietly but briskly, do not run and close all doors behind you.

Lockdown

In the event of a lockdown being called communications will be sent through TEAMS to classes. In the event that a class is away from their classroom (playground or playing field) walkie-talkies will be used.

*Thank you for your cooperation and we hope you enjoy your visit to
Goosewell Primary Academy.*

Mr James Gentile
Headteacher

**MAIN RECEPTION,
LKS2 AND UKS2**

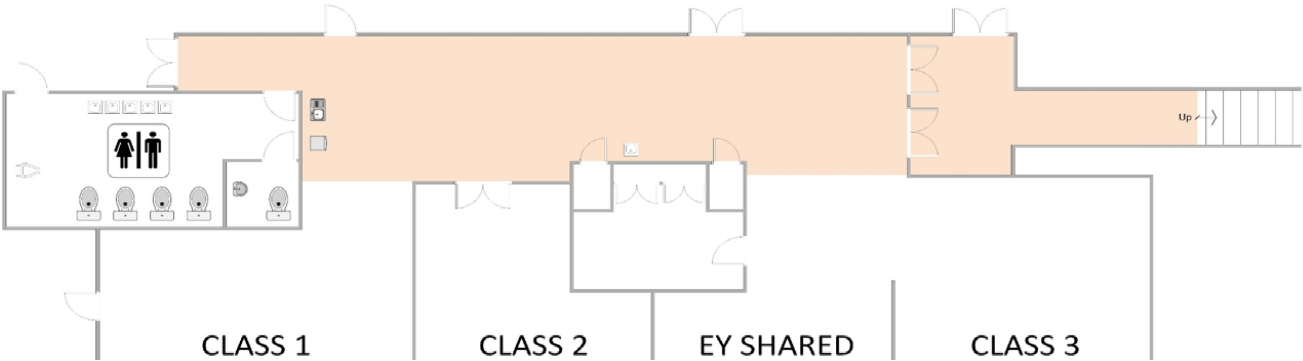


Fire Assembly Point



Fire Assembly Point

RECEPTION



Nursery and KS1

