

## Conduct

We are proud of our calm and caring environment. If you have any concerns during your visit, please report to a member of staff.

Please be aware that **threatening, abusive and violent behaviour will not be tolerated** around our school. This may lead to visitors being removed from site.

## Singing in/out

Please ensure you have signed in and out at main reception on each visit. Adults who have the appropriate DBS checks will be given a **blue lanyard**. Other visitors will be given a **red lanyard** and will always be with a member of staff. Staff are encouraged to challenge anyone moving around school if they are unsure.



# Safeguarding Visitor Guide

**Please ensure you have read and understood the information within this guidance to ensure we keep everyone safe in our school. If you have any questions or concerns, please ask a member of our staff team. Staff can be identified by their identification lanyard.**

## DATA PROTECTION

Report to the office if you see any confidential data that is not being kept secure.

**Any concerns raised during your visit should be reported to**

**[esm-safeguarding@stmarysedwinstowe.snma.t.org.uk](mailto:esm-safeguarding@stmarysedwinstowe.snma.t.org.uk)**

and one of our DSL's will deal with your email.

We take safeguarding very seriously at St Mary's, however if you ever feel your concerns have not been listened to, you are able to refer them yourself by calling Nottinghamshire Multi-Agency Safeguarding Hub (MASH) on **0300 500 80 90**

## What to do in the event of a disclosure.

- Listen to what is being said
- Do not promise confidentiality
- Report to a safeguarding lead
  - Use open questions only
    - Reassure the child
  - Write down what was said

If there is an allegation to be made against the headteacher please inform the chair of Governors Mrs Hilary Cheshire. Contact details can be gained from the main office.



Please ensure mobile phones are not used whilst in the school to protect our children. Photographs and videos may only be taken with prior agreement and permission from a DSL.



It is everyone's responsibility to report any health and safety concern as soon as they arise. Please report any concerns to a member of staff and the office team.



## EMERGENCY/EVCUATION

If the fire alarm sounds, please leave by the nearest fire exit and make your way to the school field meeting point.



Most staff in our school are trained to administer first aid. If you require help please see the posters around school and ask if you are unsure. Please report any injury or illness that has occurred while in school to the office. If you have a medical condition that may require treatment during your visit please let the office know.

## Safeguarding Leads



Mrs Bailey  
Headteacher/SENCO



Mrs Bee  
Early Years Lead



Miss Wright  
KS2 teacher

## Safeguarding is EVERYONES RESPONSIBILITY

Everyone in our school who comes into contact with children and their families play a role in safeguarding children. **Should you have a concern, or a disclosure is made to you, please ensure you speak with one of our safeguarding leads.**

