



Child Protection & Safeguarding Procedures for Visitors

All staff, volunteers and visitors have a responsibility to take prompt action if they are concerned about the safety or welfare of a child. If a child is suffering, or likely to suffer harm, action must be taken immediately. All concerns about the safety and welfare of a child must be taken seriously.

If a visitor has any concerns regarding the welfare of a child they must speak to the school's Designated Safeguarding Lead or the person who acts in their absence – see below.

You will be asked to record your concern on the school's safeguarding children recording form.

Non-urgent or low level concerns

All concerns about a child should initiate some form of action.

Concerns that are of a non-urgent or low-level nature should still be reported to the school's Designated Safeguarding Lead or the person who acts in their absence – see below.

Recording and acting upon low level or non-urgent concerns about a child is important in order to recognise the cumulative effect of some types of abuse.

Who to contact:

Designated Safeguarding Lead

Mrs Therese Pavlovic

Deputy Head Teacher

Staff who act in the absence of the Designated Safeguarding Lead

Mrs Karen Armstrong

Head Teacher

Mrs Fiona Jones

School Business Manager

Governor responsible for safeguarding children

Mrs Jane Crow

Safeguarding Governor

External

Access and Referral Hub on
Emergency Duty Team (out of hours)
LADO

0300 300 8585
0300 300 8123
0300 300 4833 / 0300 300 8142

Safeguarding Reminders

To ensure the safety of our children in school please ensure the following:



Visitor badges should be worn at all times.



St Vincent's is a no phone or mobile device zone. Please keep all such devices in your pocket/bag, switched off or on "silent". Lockers are provided for your personal items.



Only school cameras should be used for use in school or on trips – please ask the Computing subject leader if you need a camera.



You are welcome to use the staff toilets – please ask a member of staff where you can find these.



If you hear the fire alarm sounding (intermittent siren tone) please make your way out of the building, following the green fire exit signs, to the fire assembly point. Please be advised that we conduct a fire alarm test on Monday mornings.



No adult should be left alone with one child.

Children should not be kept in at break unless directed by the Class Teacher. Children should be supervised at all times during this time.

If you have any questions please ask a member of staff who will be happy to help you.

I have read and understood the above

Signed _____ (Print Name) _____ Date _____