



## Visitor and Safeguarding Information

Welcome to Everton Primary School

We are committed to safeguarding and promoting the welfare of children. As such we expect all staff, volunteers and visitors to share this common commitment.

Please take a few moments to read this leaflet, which contains information about our expectations of you whilst visiting the school. It provides information about our Safeguarding and Emergency Procedures. Please retain this leaflet for future reference.

Please sign in on arrival and collect your visitor badge. Please wear the badge at all times to avoid being challenged by staff or students.

You must be accompanied by staff at all times unless we confirm we have prior DBS clearance for you.

We hope you enjoy your time at our school.

### **Keeping Everyone Safe**

Visitors must be aware of their responsibilities towards ensuring all children are safe, so please remember the following:

- All visitors must sign in and out at the School Office.
- Visitors must remain in the School Office until under the supervision of a designated staff member.
- Mobile phones must not be used whilst on the school site.
- Photographs and videos must not be taken unless by prior agreement.
- Never exchange personal contact details with a student or arrange to meet them outside of school or on social media.
- Do not have any physical contact with any student.
- Be a good role model to our pupils by being respectful, fair and considerate.
- Report to staff any unacceptable behaviour.
- When working with student(s) ensure you are visible to others.
- If you are working 1:1 with a student, we must have confirmation that all the necessary checks have been carried out.

Our regular volunteers, staff and governors have a valid DBS check and wear an identity badge.

### **Safeguarding Children**

Please share any concerns with the Safeguarding team, even if you are unsure.

Child abuse can happen to any child. We all have a responsibility to keep children safe, both at home and in school.

Types of abuse:

- Physical- a child is deliberately hurt or injured.
- Sexual- a child is influenced or forced to take part in a sexual activity, including looking at inappropriate images.
- Emotional- a child is made to feel frightened, worthless or unloved e.g. using threats, shouting, or when they see fighting or violence at home.
- Neglect- a child is not being taken care of by their parents/guardians e.g. poor hygiene, poor attendance.

Other safeguarding concerns include:

- Discrimination- the unfair treatment of people and groups based on characteristics such as race, gender.
- Bullying- the repetitive, intentional hurting of one person or group by another person or group, e.g. name-calling, physical attack or exclusion.

**Remember, if in doubt- ask.** Please do not leave our school without telling someone or doing something.

### Disclosure by a Child

If a student discloses information about significant harm you should:

- Listen
- Tell the student that you need to tell someone else- you cannot promise confidentiality
- Make accurate notes of what has been said by the student (in their own words) and pass this immediately to the Designated Safeguarding Lead.
- It is **not** your duty to investigate

### Our Safeguarding Team

Designated  
Safeguarding Lead:  
Mr A Green,  
Head Teacher



Deputy-Designated  
Safeguarding Lead:  
Mrs L Lewins,  
Assistant Head Teacher



Deputy-Designated  
Safeguarding Lead:  
Mrs K Bailey,  
School Manager



### Staff Conduct

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

- Immediately inform the Head Teacher.
- In their absence, immediately inform the Assistant Head Teacher.
- If the concern is regarding the Head Teacher, immediately inform the Chair of Governors.

## **Fire Procedures**

Any person discovering a fire must:

- Operate the nearest fire alarm

(The fire service will be called immediately by dialing '999' using the nearest telephone, when appropriate).

On hearing the fire signal:

- When in class, the order to evacuate will be given by the teacher, who will indicate the route to be followed.
- When not in class, form a single file and move by the most direct route to the place of assembly.
- At all times act quietly and calmly.
- Do not stop to collect your personal belongings.

The assembly point is at the top of the grass in the school playground.

## **Accidents and Incidents**

Please report these to the School Office.

## **Emergency Procedures**

Any person discovering an intruder in school must:

- Immediately inform the Head Teacher. (The Head Teacher will contact the Police immediately by dialing '999' using the nearest telephone).
- Do not attempt to engage with the intruder.

Once aware of an intruder alert:

- Remain calm
- If in class, close the curtains and doors and sit together on the floor out of view of the door.
- If around school, escort any pupils to the nearest classroom and then follow class procedures.
- If in the playground, escort children away from the school buildings and raise the alarm with a member of the public when possible.

## **First Aid**

If anybody requires first aid assistance when in school, please inform a teacher or the School Office.

## **Defective Equipment or Hazards**

Please report these to the School Office.

## **COVID-19 Procedures**

You will be informed of any measures currently in place.