Who

It is everyone's responsibility to ensure that our children stay safe. Each person who works in school or visits shares that responsibility.

Why

This leaflet has been given to you to make sure you understand what is expected of you as a visitor. Please do not hesitate to talk to a member of staff if you are unclear about anything you read.

If you have concerns about the safety of any young person in our school, you must report this to the Designated Safeguarding Lead.

For more information about our safeguarding procedures, please look on the safeguarding pages of our website –

www.wombridgeprimary.co.uk

THANK YOU

Contacts

Headteacher

Mrs E Solomon

Assistant Headteacher

Mr T Moxon

Designated Safeguarding Lead

Mrs E Solomon
Miss E Partridge

Deputy Safeguarding Lead

Mrs L Jenner

Safeguarding Governor

Ms N Jack-McDowall

If you have any concerns during your visit please write in the comments box and hand in at the office.

Wombridge Primary School

Head Teacher

Mrs E Solomon

Hartshill, Oakengates,
Telford, TF2 6AN

Email: A2112@telford.gov.uk
Telephone: 01952 388040

'Leading the way to life'

Learning
Enjoyment
Aspiration
Determination

SAFEGUARDING ADVICE FOR VISITORS

Safeguarding is everyone's responsibility

Arrival

On arrival in school you will be asked to sign in and present ID. All staff, including supply staff, regular visitors and volunteers are subject to Disclosure and Barring Service (DBS) certificate this confirms all the necessary safeguarding checks are in place.

All visitors within the school must wear a visitors badge which will be given by the office staff.

Please do not be offended, this is in the interest of protecting our young people.

In case of a fire

If a test is scheduled you will be informed.

In the unlikely event of the fire alarm sounding, please evacuate the school and proceed to the assembly point at the rear of the school playground.

Please exit by the nearest doors as directed by a member of school staff.



What should I do if I am worried about a child?

Any form of abuse can impact on a child's health, emotional wellbeing, and educational attainment. Changes in a child's behaviour may not necessarily indicate abuse but be a result of disability or medical condition.

If, whilst working with a child you become concerned for any reason e.g.

- Comment made by a child
- Marks or bruises
- Changes in behaviour or demeanour

Please report your concerns to one of the designated leads. The office staff will help you locating them.

What should I do if a child discloses he/she is being harmed?

- Record details as soon as possible, recoding exact words and phrases used by the child. Forms for this purpose are available from the office staff, designated safeguarding lead or deputy.
- This form must then be given to the designated safeguarding lead who will discuss the disclosure with you deal with it in accordance with local procedure(s).

What should I do if the allegation is against a member of staff?

You should report the allegation to the Head Teacher.

What should I do if the allegation is about the Head Teacher?

Alert the Deputy Safeguarding Lead who will signpost you to the Chair of Governors.

How do I ensure my behaviour is always appropriate?

Appropriate relationships with children are built on mutual trust and respect. Please do not photograph children, exchange emails, text messages or give out your personal details.

Please make sure you only use a mobile phone in the office areas. Use of a mobile phone when children are in the vicinity is prohibited.