



Proud to Belong

Welcome to The Mead Infant and Nursery School

Safeguarding and Safety Information For Visitors

THE DESIGNATED SAFEGUARDING LEADS (DSLs) AT THE MEAD ARE:

**MRS CREASEY (HEAD TEACHER)
MRS TEMKO (TEACHER OF THE DEAF)
MRS BEDFORD (DEPUTY HEAD)
MRS FAGAN (SENIOR TEACHER)
SAFE GUARDING GOVERNOR:
MRS WELCH**

Please help us by reading and complying with the guidance in this leaflet. If you have any question after reading this, please do not hesitate to ask a member of staff to help you.

SECURITY

As a visitor to the School please ensure that you follow the following procedures:

- Sign in at the Main Reception and sign out when you are leaving.
- Ensure your visitors badge is clearly displayed on your clothing at all times whilst you are in the School.
- If you are not DBS checked you will be accompanied by a member of staff at all times.
- Please keep all of your valuables with you at all times.
- Please do not use your mobile phone.

FIRST AID

- In the event of an accident or if you feel unwell, please report to Reception.

SMOKING

- Smoking is not permitted anywhere within the School site.

FIRE AND EVACUATION

- Your host will explain what to do in the case of emergencies and fire alarms. However please read the fire alarm procedures displayed in the room that you are in.
- The alarm is a continuous bell. You must leave the building by the nearest exit.
- Stay with your host as they will escort you to the assembly point and ensure you are recorded present by the office staff.
- Do not take any personal risks. You must not re-enter the building until told it is safe to do so.

As a visitor to The Mead, either as a volunteer, supply teacher or someone who has come to work with our children in any other capacity, it is important that you are aware of our Child Protection procedures.

WHAT TO DO IF YOU HAVE A SAFEGUARDING OR CHILD PROTECTION CONCERN

- It may be that you are approached by a child who wants to talk to you about something that has or is happening to them. They will tend to choose someone whom they trust or know well and this will not always be their own class Teacher or Teaching Assistant.
- There may however be occasions when you have cause for concern either about marks or bruises on a child, about something they say or a change in their behaviour or appearance.

PASS ANY CONCERNS ONTO THE SCHOOL'S DSLs IMMEDIATELY

You should never worry about passing on your concerns, no matter how small. Even the smallest thing can be an indication of a bigger problem and it is important that all concerns, no matter how trivial, be passed on.

IF A CHILD CHOOSES TO DISCLOSE INFORMATION TO YOU:

Whilst this can be an alarming situation to find yourself in, it is important not to let the moment pass as the child might not have the confidence to try again.

- Be prepared to listen to and comfort the child.
- Do not make a promise that you cannot tell anyone else. You cannot promise confidentiality as the information will have to be passed on.
- Explain to the child that you will need to pass this information on to the DSLs (Mrs Creasey, Mrs Temko, Mrs Bedford or Mrs Fagan).
- Make them aware that their disclosure will be reported only to those who need to know and who can help.
- Stay calm and tell the child that it is not their fault and reassure the child that they were right to tell you.

- Write down everything that the child tells you.
- Include your name, the child's name, date and time of the disclosure.
- Do not question the child; limit your involvement to listening and reassurance.
- Be aware of your own feeling about the disclosure and find someone you can share those feelings with once the procedures have been completed.

If you have any concerns about any of this information, please do not hesitate to contact our DSLs.

**THANK YOU FOR HELPING US TO
KEEP OUR CHILDREN SAFE**