



Stanborough Primary School

Safeguarding and Safety Advice

For Supply Teachers, Volunteers, Parents, Carers and Visitors

SAFEGUARDING AND CHILD PROTECTION

Safeguarding is the action that we take to promote the welfare of the children in our care and protect them from harm.

Child protection promotes the rights and welfare of all children. All schools have a Designated Safeguarding Lead. These staff are responsible for dealing with concerns which may arise. For more details, please request a copy of the Child Protection policy. You can also find this on our website: www.stanboroughprimaryschool.org.uk

Our Designated Safeguarding Lead and Designated Teacher for Child Protection is: Ms Rebecca Dean

The Deputy Safeguarding Lead and Designated Teacher for child protection are: Mrs Joanna Swain (Inclusion), Mrs Kochhar (Assistant Headteacher) and Mrs Tiann Madden (Overseer)

YOUR RESPONSIBILITIES

- All visitors (including parents and carers) entering our premises, including the playground, have a duty of care towards the welfare and safety of the children and staff.
- All visitors must sign in and out of the school at the main school office.
- All visitors will be issued with a badge which must be visible and worn at all times. Please remember to return this to the office at the end of your visit.
- All staff and regular volunteers are required to have a Disclosure and Barring Service Enhanced certificate. If you do not have one of these, you are unable to work with our children unsupervised. Please speak to Laura Warwick (School Secretary) at the reception desk if you think that you require one.
- Appropriate relationships with children should be based on mutual trust and respect.
- If you are working with a child on a 1:1 basis, always ensure that the door is left open and visible to others
- Please do not photograph the children
- Any unprofessional contact with pupils may leave you vulnerable to an allegation of abuse being made against you.
- Visitors may at some point witness actions which need to be kept confidential, on a 'need to know' basis only. These incidents must not be discussed outside of the school, including with the pupil's/student's parent or carer, nor with colleagues in the school. They should only be discussed with a senior member of staff with the appropriate role and authority to deal with the matter.

WHAT TO DO IF YOU ARE WORRIED

If you have a child protection concern, please ensure that this is reported to the main school office immediately so that they can inform the Designated Safeguarding Lead. If the child is in immediate danger please call 999.

The Stanborough Primary School Safeguarding Team



Ms Dean

Mrs Kochhar

Mrs Swain

Mrs Madden

Mrs Liburd

Designated
Safeguarding & Prevent
Lead

Deputy Designated
Safeguarding Lead

Deputy Designated
Safeguarding Lead

Safeguarding Overseer

Safeguarding Governor

Senior Mental Health Lead

Assistant Headteacher

Inclusion Lead

Headteacher

SSS Headteacher

Nkochhar@stanboroughprimary.org.uk

Rdean@stanboroughprimary.org.uk

Jswain@stanboroughprimary.org.uk

Tmadden@stanboroughprimary.org.uk

jliburd@stanboroughpark.herts.sch.uk

Safeguarding Children

At Stanborough Primary School, we care about the safety and wellbeing of our pupils.
It is our priority that our school is a safe and happy environment when children can thrive.

Contacting Local Authority: **Hertfordshire Children's Services**

0300 123 4043



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FIRE EVACUATION PROCEDURE

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- In the event of a fire, a continuous alarm will sound.
- Please move to the nearest exit and line up on the **main playground** or in the car park at the front of the school if the main playground is obstructed.
- Admin staff will ensure that they take their phones / IPAD as they have access to the fire register for visitors on their phones and take them to the playground and teachers will take their fire registers.
- Senior staff will ensure that the building is empty.
- **If you discover a fire, raise the alarm immediately so that the building can be evacuated.**
- A practice fire drill will take place each term.
- If you have a medical emergency, please speak to our front office staff.