



Waulud Primary School

Working together to provide a safe, inclusive learning environment where all are valued, respected and achieve their very best. Challenges are met with determination and welcomed as opportunities to flourish and grow.

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. (Located in the **purple safeguarding folders** in every room in the school building).

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:

Internal

Designated Safeguarding Leads (DSLs)

Mrs Anne Devereux, Headteacher
Miss Harriet Robertson, Assistant Headteacher
Miss Emma Pearson, Assistant Headteacher
Mrs Dominique Fattorusso, Inclusion Manager

Staff who act in the absence of the Designated Safeguarding Lead

Mrs Gill Fujino, Family Worker
Mrs Mary Hussey

Governor responsible for Safeguarding Children

Mrs Julia Siegler

External

Multi-Agency Safeguarding Hub (Rapid Intervention)	01582 547653
Emergency Duty Team (out of hours)	Professionals 01525 405109
	Public 0300 300 8123
Police Child Abuse Investigation Team	01582 394103
LADO (Local Authority Designated Officer)	01582 548069

The school's safeguarding policy is available from the office, DSLs or the school website.

Safeguarding Reminders

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



Visitor badges should be worn at all times.



Waulud Primary is a no phone or mobile device zone. Please keep all such devices in your pocket/bag, switched off or on "silent".



Only school cameras should be used for use in school or on trips – please ask the school office 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 tone) please make your way out of the building, following the green fire exit signs, to the fire assembly points. (KS1 Playground, KS2 Playground, School Carpark)

Keys are located behind doors or cupboards in case of lockdown. Please make yourself aware of procedure.



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.