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**St Martin de Porres Catholic Primary School**

**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.

##### 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 natureshould 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:**

Mrs Michelle Button, Assistant Headteacher

##### Designated Safeguarding Lead

Miss Letitia Williams, Family Worker / Mrs Annette Barnaville, Deputy Headteacher / Mrs Hayley Gallagher, Deputy Headteacher

**Staff who act in the absence of the Designated Safeguarding Lead**

Mrs Jane Crow

**Governor responsible for safeguarding children**

External

Multi-Agency Safeguarding Hub (MASH) 01582 547653

Emergency Duty Team (out of hours) 0300 3008123

LADO 01582 548069

**Safeguarding Reminders**

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

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 **Visitor badges should be worn at all times.**

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**St Martin’s is a no phone or mobile device zone. Please keep all such devices in your pocket/bag, switched off or on “silent”.**

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 **Only school cameras should be used for use in school or on**

 **trips – please ask the ICT Coordinator if you need a camera.**

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**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 (one continuous tone) please make your way out of the building, following the green fire exit signs, to the fire assembly point. Please be advised that we conduct a fire alarm test on Wednesday’s.**

**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.**