



# 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 safety or welfare of a child they must speak to the school's Designated Safeguarding Lead or the person who acts in their absence. This includes non-urgent or low level concerns.**

**All** concerns about a child should initiate some form of action.

### **Who to contact:**

#### **Designated Safeguarding Lead**

Mrs Michelle Button, Senior Assistant Headteacher

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

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

#### **Governor responsible for safeguarding children**

Mrs Nedra Pereira-Harding

### External

Multi-Agency Safeguarding Hub (MASH) - Luton	01582 547653
Central Bedfordshire Access and Referral Hub – Central Beds	0300 3008585
Emergency Duty Team (out of hours)	0300 3008123
LADO	01582 548069

## Safeguarding Reminders

No adult should be left alone with one child.

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



Visitor badges should be worn at all times.



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". Only school cameras should be used for use in school or on Trips.



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 (maps are in every room in the school).



LOCKDOWN

If you hear the lockdown alarm (intermittent tone) please ensure you are hidden away, under desks with windows shut, blinds down and the door locked.

If you have any questions please ask a member of staff who will be happy to help you.