

# Child Protection & Safeguarding Procedures for Visitors



**Cardinal  
Newman**  
CATHOLIC SCHOOL

**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.

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. 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

	<p><b>Michelle Chappell</b>  <b>Designated Safeguarding Lead</b>  <b>Assistant Head Teacher, SENCO, Inclusion Manager</b></p> <p><b>Internal Telephone Number: 536</b></p>		
	<p><b>Glenn Billington</b>  <b>Lead Professional – Behaviour Support Unit Manager and Head of Year</b></p> <p><b>Internal Telephone Number: 526 / 576</b></p>		
	<p><b>Nicki Bailey</b>  <b>Family Worker</b>  <b>Dial: 575</b></p>		<p><b>Kirsty Fitzjohn</b>  <b>BSU Supervisor</b>  <b>Dial: 592 / 576</b></p>

## Safeguarding Reminders

To ensure the safety of our children in school and to protect us as adults please ensure the following:



Visitor badges should be worn at all times.



Mobile phones should only be used in the staff room and should be kept out of sight at all other times.



Only school cameras should be used for use in school or on trips – please ask a Team Leader if you need a camera.



You are welcome to use the staff toilets – please ask a member of staff where you can find these.



No adult should be left alone with one child.

Children should not be kept in at break times to do jobs for staff.

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

#### **External Contact Details**

**LBC Rapid Intervention and Assessment Team,**  
Tel: 01582 547653 (Monday to Friday 9am to 5pm)

Emergency Duty Team (out of hours) – 0300 3008123

Bedfordshire Police Specialist Public Protection enquiries – 01234 – 846960 (0700hrs to 1700hrs weekdays 0800 to 1600hrs)

**In an emergency – 999**

**LADO (Paul James): 01582 548069**