



"Together towards our best
through learning
here and now"

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.

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:

	Helen Fay Designated Safeguarding Lead Deputy Headteacher Internal telephone Number: 7505
	Marc Forni Deputy Designated Safeguarding Lead Lead Practitioner Behaviour Internal Telephone Number: 7576
	Claire Daly Deputy Designated Safeguarding Lead Deputy Headteacher Internal Telephone Number: 7589
	Michelle Chappell Deputy Designated Safeguarding Lead Deputy Headteacher Internal Telephone Number: 7552
	Kirsty Bradshaw Safeguarding Operative DBC Supervisor Internal Telephone Number: 7592
	Nicky Brown Family Worker (Mon – Wed) Internal Telephone Number: 7575

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 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

MASH Multi Agency Safeguarding Hub - 01582 547653

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: 01582 548069