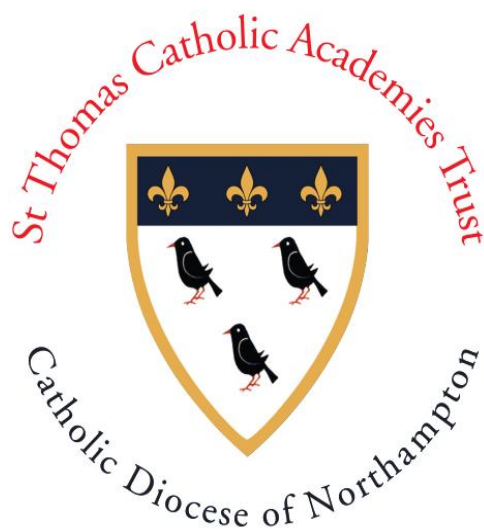


SAFEGUARDING INFORMATION LEAFLET FOR VISITORS 2026-2027

*'Speak out on behalf of the voiceless, and for the rights
of all who are vulnerable'*

Proverbs 31:8



Together towards our Lord through learning, love and faith

CARDINAL NEWMAN SCHOOL: SAFEGUARDING FOR VISITORS

Welcome to CNS. If you have a safeguarding question, please contact a member of our safeguarding team. Our school phone number is 01582 597 125.



Marc Forni DSL
Safeguarding and Inclusion Lead
Internal Telephone Number: 7529



Kirsty Bradshaw - Deputy Designated
Safeguarding (DDSL)
Internal Telephone Number: 7592



Helen Fay DDSL
Safeguarding Strategic Lead Headteacher
Internal Telephone Number: 7505



Claire Daly DDSL
Behaviour Strategic Lead, Deputy Headteacher
Internal Telephone Number: 7589



Angela Hutcheson DDSL
SENCO, Assistant Headteacher
Internal Telephone Number: 7536



Ruth McGrath DDSL
Deputy Head of N6
Internal Telephone Number: 7696



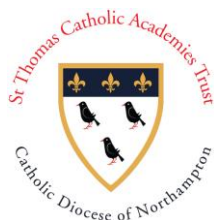
Nicki Brown
School Family Worker
Internal Telephone Number: 7575

Each of our Pastoral Support Workers and our Behaviour Support Workers are trained to Level 3 in safeguarding.

Safeguarding Statement:

We are committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors to share this common commitment. This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it, please speak to any of the contacts named above.

Please keep the leaflet in a safe place so that you can read it again if you need to. If you are concerned about the safety of any child in our school, you must report this to one of the Designated Safeguarding Leads (DSL). If you are concerned about the conduct of a member of staff or volunteer in your school (Allegations against Staff / Whistleblowing Policy), you must contact the Headteacher (hfay@cardinalnewmanschool.net) In the absence of the Headteacher the Head of the Trust Mark McLaughlin (mmclaughlin@stcat.co.uk) or our Head Governors Fiona Traynor-Bucknall (ftraynor-bucknall@stcat.co.uk) or a member of SLT must be contacted.



For further
safeguarding
information and
our policy please
scan the QR code.

“Together Towards Our Lord, Through Learning Love & Faith”



SIGNING IN/ OUT All visitors must sign in at reception and be issued with a visitor's pass and visitor notes. Please wear your visitors pass at all times whilst in the building. Upon leaving, please sign out and return your visitors pass.



GREEN: All non-staff **who are DBS** checked visitors must sign in and wear a green lanyard. This signals to students and staff **you are DBS** checked and good to 'go' about the site unsupervised.



RED: All non-staff but **do not have a DBS** check must sign in and wear a red lanyard. This signals to students and staff **you are not DBS** checked, and you are to be accompanied about site.



YELLOW: Cover staff from the **TICK teaching agency**, must sign in and wear a yellow lanyard. This signals to students and staff **you are DBS** checked and good to 'go' about the site unsupervised.

SAFEGUARDING Cardinal Newman School (CNS) is committed to providing a safe environment for children and adults. If you have any concerns, please speak to a member of staff in reception or alternatively report to MForni@cardinalnewmanschool.net

PARKING- Limited onsite parking is available. If using the car park please ensure you provide your registration number at reception when you sign in. If you have parked in a bus bay, you **MUST** move your car by 15:00.

E SAFETY- Mobile phones. In line with our staff policy, please refrain from using your mobile phone around school. No photos are to be taken around school unless permission is given by a senior member staff.

- **Online monitoring.** In line with our staff policy if you observe a screen or monitor with any image or content that gives cause for concern please note and record and pass to our Safeguarding Team.

SECURITY Please do not leave money or valuables unattended. If you wish to have a secure place for valuables, please contact reception.

TOILETS Visitors toilets are available on the ground floor. Please ask at reception.

SMOKING We are a none smoking site; therefore smoking/vaping is prohibited on the school premises.

ACCIDENT / ILLNESS Must be reported to your host. Please give as much information as possible.

EVACUATION / LOCKDOWN / PROCEDURES: If an alarm sounds, please follow the guidance of staff members at the school. In the event of evacuation, the assembly point is the field at the back of the school.

VISITOR AMENITIES Our staff room has seating and tables along with kitchen facilities.

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CHILD DISCLOSURE If a child discloses, they might be subject to abuse:

- React calmly. Listen carefully to the child, particularly what is said spontaneously.
- Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety.
- Do not ask leading questions or make judgements.
- Clarify and check your concern if you feel that you are not sure, by using, “tell, explain, describe or outline”
- Reassure the child that they are doing the right thing.
- Record carefully what the child says in their own words including how and when the account was given. Please ask for this to be passed on to one of the Designated Safeguarding Leads. If you feel that a child may be at risk of harm but are not sure, then inform one of the Safeguarding Leads immediately (or ask at reception for a DSL/ DDSL). They will take appropriate action.

CHILD ABUSE can happen to any child regardless of gender, culture, religion, social background, ability or disability. A copy of the schools Safeguarding Policy is located in the school staff room and online.

Types of harm

We all have a responsibility to keep children (under the age of 18) safe, both at home and in school. Harm is identified in four ways:

Physical - when a child is deliberately hurt or injured.

Sexual - when a child is influenced or forced to take part in a sexual activity. This can be a physical activity of no-physical, e.g. being made to look at an inappropriate image.

Emotional - when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence.

Neglect - when a child is not being taken care of by their parents/ guardians. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left home alone. Vulnerable adults (over the age of 18) are at risk of being abused, harmed or threatened.

Any concerns about a young person or an adult should be reported to the Designated Safeguarding Lead / Safeguarding Team.



CARDINAL NEWMAN SCHOOL: SAFEGUARDING FOR VISITORS

Staff Conduct If you are concerned about the conduct of a member of staff, following an observation or disclosure, the following actions must be taken:

- Immediately inform the Headteacher: Mrs Fay
- In their absence, immediately inform a Deputy Headteacher Miss Daly or Mr Martin or contact the Trust Directors.

Keeping Yourself Safe

- Be professional. Be mindful of how you interact with or speak to a child, the child may interpret it differently.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- Avoid being on your own with a child, always ensure that a door is open and that you are visible to others.
- Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident, time and date it and pass it on to one of the Safeguarding Team.
- If you have concerns about the conduct of staff, it is your responsibility to inform the Headteacher.

Remember...if in doubt...ask. A member of our safeguarding team will happily assist with any safeguarding query or concern. If you seek further written information please visit our school and Trust websites.

www.cardinalnewmanschool.net/home/our-school/safeguarding/

www.cardinalnewmanschool.net/home/our-school/safeguarding/online-safety/

www.stcat.co.uk



For further safeguarding information and our policy please scan the QR code.

All staff and Governors at CNS fully recognise that they have a duty to ensure arrangements are in place for safeguarding and promoting the wellbeing of children (Section 175 of the Education Act 2002). We adhere to the L.A.'s Safeguarding Children Board Procedures and Keeping Children Safe in Education 2026 (KCSIE)



Thank you for visiting CNS

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