Important Notice to Our Visitors

All visitors MUST sign in and out using our electronic signing in/out system

All visitors must sign in and out with reception.
If you have photo identification it must be shown to the reception staff and worn whilst on site.

If you are a visitor with no identification you will need to be escorted by a member of staff at all times.

You will be issued with a visitor lanyard which must be worn at all times.

If you have a DBS check, you will be given a **GREEN** lanyard and you are permitted to move around the building on your own.

If you don't have a DBS check, you will be given a **RED** lanyard and you must be accompanied by a member of staff at all times.

Please return your lanyard to reception before leaving the site and ensure you sign out.

Thank you for supporting and safeguarding the children at our school

THE DIOCESE OF SHEFFIELD ACADEMIES TRUST

Flanderwell Primary School

Your Safeguarding Team

	
Mrs A Abrahams Designated Safeguarding Lead	Mr A Cornes Deputy Designated Safeguarding Lead
	
Mrs H Wain Deputy Designated Safeguarding Lead	Mrs V Albutt Deputy Designated Safeguarding Lead

Flanderwell Primary School is committed to the highest standards in protecting and safeguarding the children entrusted to our care.

Our School will support children by:

Promoting a caring, safe and positive environment within our school.

We will encourage self-esteem and self-assertiveness.

We will effectively tackle bullying and harassment issues.

We recognise that children may be the victims of neglect, physical, sexual or emotional abuse. Staff working with children are well placed to identify such abuse.

At Flanderwell Primary School we aim to:

Create an atmosphere where all our children feel secure, valued and listened to.

Recognise signs and symptoms of abuse.

Respond quickly, appropriately and effectively to causes of suspected abuse.

If you have a concern that a child is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally) you must contact the following staff members immediately:

DSL – Miss Amie Abrahams – SENCO and Inclusion Lead
Deputy DSL – Mr Adam Cornes – Headteacher
Deputy DSL – Mrs Holly Wain – Deputy Headteacher
Deputy DSL – Mrs Val Albutt – Deputy Headteacher

Everyone working with our children, their parents and carers, are aware that:

- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not attempt to investigate once the initial concern is raised.
- They should involve the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) immediately.

- Disclosure of abuse or harm from children may be made at any time.

If anything concerns or worries you, report it straight away.

Confidentiality:

It is absolutely essential that any information you may hear about children, or their families is treated with the utmost confidentiality and must NOT be discussed outside school. If, however, a child tells you about someone who has harmed or abused them then you **MUST** share this with the Safeguarding Team

As a visitor to our school, you will have a legal duty to care for your own safety and the Health & Safety of others.

Fire Alarm:

If the Fire Alarm sounds, please leave the building by the nearest exit and report to the fire officer at the designated assembly point. If you are in a classroom with a class/group of children, please walk your group of children calmly and quietly to the lower playground at the side of school, or to the field area at the back of school, if in FS1 – Y2.

If children and staff are in the school hall, exit should be via the external fire door and children and staff should make their way to the lower playground. Pupils should line up in their registration groups and a roll call carried out to ensure the class is complete.