

Young people can be abused physically, sexually, emotionally or through neglect.

The concerns you have may make up part of a bigger picture which could help to prevent serious harm to a young person. Giving families help at an early stage can prevent abuse and neglect.

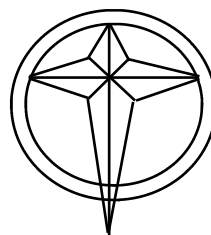
NEVER KEEP CONCERNS ABOUT THE SAFETY OF A YOUNG PERSON TO YOURSELF.

Thank you for taking the time to read this leaflet.

**For more information:
South West Child Protection Procedures
Website—www.swcpp.org.uk**

**Local Safeguarding Board:
01872 254549
www.safechildren-cios.co.uk**

**St. Catherine's C of E Primary
School
Moorland Road
Launceston
Cornwall
PL15 7HX
Tel: 01566 772198.**



**St. Catherine's
C of E
Primary**

VISITOR INFORMATION

Safeguarding Young People Health and Safety Welcome to St. Catherine's.

- Please sign in on entry to school.
- As a visitor you have a
- responsibility to care for your own and others' health and safety, report any concerns to the school office.
- Mobile Phones - Must be on silent / switched off and out of sight (e.g. in a handbag or pocket). They must not be accessed in a space where children are present (e.g. classroom, playground).
- All relevant school policies are available on the school website.
- First Aid is available at the School Office.
- DBS - Visitors without a current DBS clearance should not approach or speak to children without a member of staff present.
- The Fire Alarm is a continuous ringing. In the event of a fire please follow instructions from a member of staff and report to the Secretary at the assembly point in the school playground at the rear of the building.
- Vehicles are parked on school site at your own risk.
- Please take care of your valuables. The School cannot be held responsible for any personal effects.
- There is no smoking anywhere on the School site.

**PLEASE WEAR YOUR IDENTIFICATION/
VISITORS BADGE AT ALL TIMES.
PLEASE RETURN YOUR SCHOOL VISITORS
BADGE TO THE SCHOOL OFFICE WHEN
YOU SIGN OUT, THANK YOU.**

The School Code of Conduct must be adhered to whilst on the school site—act and speak appropriately and with respect to all.

WHO SHOULD I TALK TO IF I HAVE CONCERNS ABOUT A YOUNG PERSON?

**Head of School/
Designated Lead**

**School SENDCO/
Deputy Designated Lead**

Please ask to speak to one of these people by enquiring at the School Office.

If you wish to speak to one of them after you have left the premises please telephone: 01566 772198 and ask to speak to a member of the Senior Management Team.

Alternatively, you could contact the Children's Social Care Team on 0300 1234 101 or 01208 251300 (out of hours)

Each agency will have someone who has responsibility for child protection and safeguarding issues. They have the training to know what to do next.

It is not your responsibility to investigate child abuse but you should tell the appropriate person within the organisation. It will be this person's job to know whether to pass your concerns on.

Children's Social Care and the Police will decide whether they need to investigate your concerns.

KEEPING YOUNG PEOPLE SAFE.

No-one wants to hear about children being abused, neglected or unsafe and that sometimes makes it difficult to respond so.....

REMEMBER THESE THREE IMPORTANT MESSAGES:

- 1. All children have a right to be safe no matter who they are or what their circumstances are.**
- 2. Keeping children safe is everyone's responsibility.**
- 3. We all need to listen to children even though we may not always be comfortable with what we hear.**

Please remember:

It doesn't matter if you are a paid worker or a volunteer or a member of the community, you have a responsibility to act if you are worried about a child or if you are concerned about any aspect of health and safety on site please report to School Office.

BRITISH VALUES

Messages communicated to pupils must;

- support fundamental British Values and our school values;**
- be consistent with the ethos of the school and do not marginalise any communities, groups or individuals;**
- not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies.**