

Concerns during your visit.

If you have any concerns about a child's safety during the course of a visit:

- Immediately inform a member of staff or ask to see a senior leader
- You will be asked to complete a 'cause for concern' form which details your concern
- If you are not satisfied by the way your concern was dealt with and you continue to have safeguarding concerns, other whistleblowing channels may be open to you (eg NSPCC whistleblowing helpline 0800 028 0285.)

In addition to contributing to the safety of children it is important to remember to keep yourself safe. A person's actions can sometimes be perceived in a way that was not intended. For your own safety do not:

- Start verbal or physical contact with any of the children (this applies both on and off premises unless it is appropriate, necessary and part of an agreed reason for your visit.)
- Give personal information to any children (e.g name, address, telephone or mobile numbers or an email address).
- Accept or respond to a child attempting to give you their personal information (this includes contact on social media).

Our Safeguarding team:

Designated Safeguarding Lead (DSL): Nicola Cann (Pastoral Care and Family Support Manager) ext 212



Deputy Designated Safeguarding Leads (DDSL):



Julie Loftstadt (Headteacher) ext 224

Dennis Irwin (Deputy Headteacher and Inclusion Lead) ext 213



Martha McEwan (AHT) ext 222



Philippa Badnell (SENDCO) ext 219



Maria Andreou (AHT) ext 222



If you are worried about a pupil's safety / welfare and there is no DSL or DDSL available and you think that you need to speak to someone urgently, please talk to any member of school staff or call 999 or report to MASH (Multi Agency Safeguarding Hub), Lewisham— 02083146660 (out of hours call 02083146000)

Allegations

- Any allegations about staff should be reported to the headteacher.
- Allegations about the headteacher, should be reported to the Chair of Governors, Anita Gibson - kilmoriegovernors@kilmorie.lewisham.sch.uk
- Allegations against professionals can also be reported to the Local Authority Designated Officer (LADO). Details of this can be found on the Lewisham Safeguarding website.

Fire Safety - Visitors:

When the fire alarm sounds please leave the building by the nearest fire exit and meet the office staff in the playground. Please do not re-enter the building until you have been given the all clear by a member of staff.

Mobile phones:

Please do not use your mobile phone whilst on the school premises. If you need to make or take a call please ask to be directed to an area of the school where this is permitted. Do not take photos of children on your phone.

First Aid

In the event of an accident, please inform a member of staff who will notify a trained first aider.

If you have a medical condition, which you would like us to be aware of, please inform the office staff on arrival.

Code of Conduct

- Do not be in a room with children with the door closed for any circumstances.
- Do not be in an unsupervised one to one situation with a pupil.
- Do not instigate verbal or physical contact with pupils (this applies to both on and off site) unless it is appropriate and part of an agreed reason for your visits.
- Do not respond to verbal abuse or physical contact from pupils. If this occurs, or you have other concerns about pupil behaviour, then report it to a member of staff.

Colour Code to Lanyards:

Green Lanyard—The wearer is a trained DSL.

Blue Lanyard—the wearer is a member of school staff with a DBS.

Orange Lanyard—the wearer is not a member of school staff but does have a current DBS.

Red Lanyard—the wearer does not have a DBS or the DBS has not been seen by the school team. The wearer cannot work one to one with pupils in unsupervised areas.

Safeguarding is everybody's responsibility:

Everyone in our school has a key role to play in keeping children safe and ensuring their own safety. Please ensure that you are aware of the school's child protection and safeguarding policy and act accordingly.

A copy can be found in our school handbook (available at the school office) or on our *school* website.

Kilmorie Primary School

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0208 291 1250

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safeguarding@kilmorie.Lewisham.sch.uk

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www.kilmorieschool.co.uk



A safeguarding guide
for Employees,
Volunteers and Visitors