

SAFEGUARDING

Melton Community Primary School is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment.

All safeguarding policies and procedures can be found in the school office. As an adult working within school, you have a duty of care towards all pupils. This means you should act, at all times, in a way which is conducive to their safety and welfare.

This leaflet contains information about our expectations whilst visiting the school.

If you are concerned about the safety of any child in our school, or the conduct of a member of staff or volunteer, you must report this to a designated safeguarding lead.

CONFIDENTIALITY

While in school you may learn how well children are doing in their lessons and behaviour, you may also learn a little about the children's background from the conversations you have with them. **All of this information is to be treated in confidence.** It is important you do not discuss any of the children with people outside of school, including their parents.

Reporting a cause for concern

If you have any concerns about a child, particularly if you think they may be suffering or at risk of suffering harm, it is your responsibility to share this information promptly with the designated safeguard leads.

Please record what you have witnessed or heard in writing. Date and sign your report.

What to do if a pupil talks to you (discloses) abuse or worries:

- Listen carefully without interruption, particularly if they are freely recalling significant events.
- Only ask questions to clarify what you might have heard. You might not need to ask anything but if you do, you must not 'lead' the pupil in any way so should only ask open questions.
- Make it clear that you are obliged to pass the information on, but only to those who need to know.
- Inform a safeguarding lead. Record the account as soon as possible.

Remember:

- Do not share the disclosure with anyone other than the people named within this leaflet.
- Do not ask the pupil to repeat the disclosure to anyone else in the school.
- Do not ask them to write a statement.
- Do not inform the parents.
- You are not expected to make a judgement about whether the child is telling the truth.
- If the behaviour of another adult in the school is giving rise to concern, you should report it the Headteacher.
- Concerns regarding the Headteacher should be directed to the Chair of the Governing Body.

DESIGNATED SAFEGUARDING LEAD

Mr Alun Davies (Headteacher)

ALTERNATIVE DESIGNATED SAFEGUARDING LEADS

Mrs Lucy Hancock (SENDCo)
Mrs Nikki Whinney (Family Support Worker)

ACCIDENTS

In the event of an accident or illness, please report this to a member of staff or the school office who will then arrange the necessary first aid and report the incident.

A first aid kit is located in the school office.

FIRE

If you see any sign of a fire, activate the nearest RED fire alarm break glass point.

The fire alarm is a continuous long sound. If you hear this, please evacuate the building immediately by the nearest signposted fire exit. The assembly point is the playground to the rear of the building.

ONLINE SAFETY

Use of the internet on school premises should be for school use only, e.g. accessing learning resources, researching curriculum topics and use of email for school business.

Wifi access is only available with authorisation by the headteacher.

MOBILE PHONES

Mobile phones must not be used in any areas of school where children may be present without permission from the Head Teacher.

SMOKING

Melton Community Primary School operates a no smoking policy on the whole site (including the driveway and carpark).

Vaping is also not permitted in the school site.

EMERGENCY PROCEDURES

If in any doubt, please ask about emergency procedures, signals, alarms or anything else that might cause concern. Your first point of contact should be the school office. Please ensure you are conscious of your surroundings, any local hazards and always be mindful of the nearest safe exit.

EMERGENCY EVACUATION

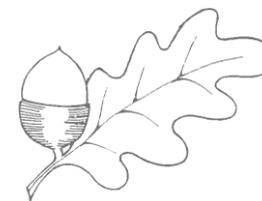
If for any reason there is a need to evacuate the building, you will be notified by a member of staff. Please ensure you follow any instructions clearly.

The on-site assembly point is the playground. The off-site assembly point is St Andrew's Church Hall.

PHOTOGRAPHY

No photographs or other forms of image recording will be allowed on site without permission from the headteacher.

It is only acceptable to post photographs of your own child on social media.



Melton Community Primary School

Melton Road, Melton, Woodbridge IP12 1PG

☎ Telephone: 01394 382506

✉ E-mail: admin@melton.suffolk.sch.uk

www.melton.suffolk.sch.uk

Important Information for Visitors

Welcome to Melton Community Primary School. We hope you enjoy your visit and have an opportunity to meet some of our wonderful children.

You must sign in and out on the visitors register as you come into and leave school. Wear your visitor badge at all times to identify yourself as an authorised person in the building.

Whether you are visiting as a guest, volunteering or attending an event, the following information will help ensure your welfare and safety whilst on-site.

Headteacher: Mr Alun Davies

Chair of Governors: Mr Phil Bruce

Safeguarding Governor: Mrs Katharina Thomas