

Welcome to Grange Primary School School

As a visitor to our school, it is important that you are aware of our safeguarding procedures – please ask a member of staff if you are unsure of anything in this leaflet

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play (Keeping Children Safe in Education, DfE 2026)

- All visitors should be prepared to provide formal identification and, where required, evidence of their Disclosure and Barring Service (DBS) Check (this may be a letter from an employer to confirm the appropriate DBS check has been obtained)
- All visitors must wear the ID provided upon signing in – this must be worn and kept visible at all times while on site
- Where visitors have parked on school site, they must ensure their registration details are provided when they sign in
- All visitors must sign out and hand in the ID provided when leaving the school site

We take safeguarding very seriously in our school. Everyone in school has a role to play in keeping children safe, although there are certain key people with particular responsibilities:

Headteacher:	Mrs M. Elfenich
Designated Safeguarding Lead:	Mrs M. Elfenich
Deputy Designated Safeguarding Lead:	Mr J. Urch Miss B. Langley
Governor for safeguarding:	Mr D. Faulkner

What is Abuse?

Abuse is maltreatment of a child. This may be neglect, any form of physical, emotional or sexual mistreatment that leads to harm or injury, or failure to protect a child from harm. It can happen to any child regardless of their age, gender, race or ability and may be inflicted on the child by an adult/adults or another child or children.

What to do if you are worried about a pupil:

You may observe something or become aware of information about a pupil which concerns you while you are in school. If you do, it is important that you share your concerns with the Designated or Deputy Designated Safeguarding Lead. The school office will make arrangements for you to speak to them if you cannot locate them.

What to do if a pupil makes a disclosure:

- React calmly, listen without displaying shock, disbelief or making judgements
- Do not promise confidentiality – explain that you must share the information with the Designated Safeguarding Lead
- Reassure the pupil, but only so far as is honest and reliable
- Do not interrogate the pupil, ask leading questions or criticise the alleged perpetrator.
- Make accurate notes (record the date, time, place, your observations and exactly what the pupil has said) on CPOMS.
- Report your concerns immediately to the Designated or Deputy Designated Safeguarding Lead
- Follow the school Child Protection Policy and procedures at all times

What to do if you have concerns about a member of staff

If you are concerned about the conduct of a member of staff following something you have observed or a disclosure, you must report this to the Headteacher (or Deputy Headteacher in absence of the Headteacher). If your concern is about the Headteacher, you must report this to the Chair of Governors. The school office will provide contact details for the Chair of Governors if you need them.

What to do to keep yourself safe

- Always speak to pupils calmly and respectfully
- Avoid physical contact with pupils unless you are preventing them from harming themselves or others
- Avoid being alone with any pupil – you should not do so unless there is a specific reason to do so and other staff are aware.
- Always tell someone if a pupil touches you or speaks to you inappropriately (record the incident, including the time and date, and give this to the Headteacher / Designated Lead)
- Never exchange personal contact details with a pupil or arrange to meet them outside of the school environment
- Never have contact with a pupil on social media
- Never use a personal mobile phone or camera near pupils
- Never discuss confidential information outside school or on-line

Fire and emergency evacuation

If the alarm sounds, exit by the nearest fire exit and make your way to the school playground. Please wait there until you are given permission to re-enter the building. If you discover a fire, please activate the alarm and inform a member of staff if possible.

First Aid

Many of our staff members are trained in First Aid. If you need assistance, please inform a member of staff. Visitors should not treat pupils unless permission has been given. In an emergency do not hesitate to call 999 for an ambulance.

Accidents and Incidents

Please report any accident to the school office.

Use of school internet

All users of the school systems and Wi-Fi must comply with the Acceptable Internet Use policy. Please ask at the school office for details.

Use of mobile phones while on site

In line with our mobile phone policy, adults should not use their phones around the children. Personal mobile phones can be used in offices and the staff room and before or after the school day. Otherwise, they should be securely stored.

Adults within school or accompanying children on school trips should not use their mobile phones to take pictures of pupils. Adults, visitors or volunteers in school should only use their mobile phone within the confines of the staff room. Personal mobile phone cameras should not be used to take pictures of children. All class teachers have a class phone to take photographs. If parents who accompany children on a school trip are asked by a member of staff to take photos as a record of the educational visit, they will be issued with a school camera or iPad. Parents accompanying children on school trips should not use their mobile cameras to take pictures of children. If any staff member sees a visitor using a mobile phone within the school building, they should ask the visitor to put the phone away and show them to the staff room, where they may use their mobile phone.