

SAFEGUARDING CONTACTS

In our school please talk to:

Mrs Lesley Lutas-Brown	Designated Safeguarding Lead Headteacher E-Safety Lead
Mrs Megan Scott	Designated Safeguarding Lead Classteacher
Mrs Katie Emms	Safeguarding Governor
Mrs Lisa Robers	Safeguarding Governor

Making Children Safer In Northamptonshire

The welfare of the child or young person is paramount.

Mult Agency Safeguarding Hub (MASH) (for all referrals and advice : 0300 126 1000
Emergency Duty Team (out of hours emergency) 01604 626 938
Local Authority Designated Officer
Tel: 01604 367 268
Email: ladoreferal@northamptonshire.gcsx.gov.uk



Greatworth Primary School

Yes I can...

Greatworth Primary School
Helmdon Road
Greatworth
Near Banbury
OX17 2DR

Phone: 01295 711456

E-mail:
head@greatworth.northants-
ecl.gov.uk



Greatworth Primary School



Greatworth Primary School

Greatworth School

Yes I can...

Please keep this leaflet with you at all times for quick reference.

SIGNING IN AND OUT

Please sign in when you arrive and sign out when you leave so that we can keep an accurate record of who is on our school premises at all times.

VISITOR BADGE

Please wear your visitor badge at all times. You may be challenged by our staff if your badge is not visible.

MOBILE TECHNOLOGY

Mobile phones/personal cameras or devices capable of recording voices or images are not permitted to be used in our school by visitors. If you need to use your mobile phone, please do so out of sight of children and not in our classrooms or pupil shared areas. Please keep these devices on silent. Thank you.

WELCOME TO GREATWORTH PRIMARY SCHOOL

FIRE EVACUATION PROCEDURE

A continuous bell will sound if there is a fire. You will be informed if you are to expect a fire drill during your visit.

Please make your way to your nearest exit to safely evacuate the building.

Alternatively follow the teacher/adult in the class in which you are working.

Please do not return to the building until instructed to do so by a senior member of staff.

CHILD PROTECTION

If you have any concerns about the welfare of a child speak **IMMEDIATELY** to any one of our 2 named Designated Safeguarding Lead staff members.

If you cannot find these people (named on the back of this leaflet) speak to any member of our school staff who are fully briefed on safeguarding procedures that you should follow.

You may be asked to complete a Cause for Concern form (C4C), which a Designated Safeguarding Lead person will assist you with.

There are 3 Safeguarding Stations around our school where you can find the C4C forms and an envelope in which to seal this information so that it remains confidential.

Please pass this information to one of our 3 Designated Safeguarding Lead persons.

Our Safeguarding and Child Protection Policy is available to read. Copies can be found at each of our 3 Safeguarding Stations.

LOCKDOWN PROCEDURE

One type of emergency that schools may face is a threat posed by an intruder or emergency situation outside the school that prevents the evacuation of children from the building.

In the event of such an emergency, please adhere to the following procedure:

1. School Officer Manager (SBM) will ring continually ring the school hand-bell. If in school all the children and staff know to go to their classrooms and stay there.
2. If this happens when the children are on the playground, they must all come into the classroom on hearing the bell and if necessary sit underneath their tables.
3. school, volunteers/visitors outside must come *into* our school in a calm, orderly fashion.
4. If the threat is *inside* our school, volunteers/visitors outside must *go to the playground with the gates closed* in a calm, orderly fashion via the quickest route.
5. Follow the lead of the teacher/adult which you are working with.
6. Move on announcement only.
7. Once the threat has subsided, the School Office Manager (or other) will announce "ALL CLEAR, STAND DOWN."

BULLYING

During your visit, if you encounter, or are made aware of any incidents of bullying, please speak immediately to the Headteacher, if she is not available any

FIRST AID

A list of fully qualified first aiders is located on each of the 3 Safeguarding Stations around our school.

If during your visit you need first aid, or if you come across a child who requires first aid, please speak to a member of staff who will be able to summon a first aider.

Inhalers for pupils with asthma are located in classrooms.

E-SAFETY

All volunteers/visitors must be aware of the following regarding safer working practices when using technology both inside and outside of our school:

- School volunteers/visitors must report any E-safety concerns to the Designated Safeguarding Lead person(s) immediately, using the Case for Concern (C4C) form.
- As a volunteer at/visitor to Greatworth School, helpers must be aware that any communications made through social media must not either knowingly or recklessly:
 - place a child or young person at Greatworth School at risk of harm;
 - bring Greatworth School into disrepute;
 - breach confidentiality;