



It is everyone's responsibility to ensure that our children stay safe. Each person who works in school, or visits, shares that responsibility.

This leaflet has been given to you to make sure you understand what is expected of you as a visitor. Please do not hesitate to talk to any member of staff if you are unclear about anything you read.

If you have concerns about the safety of any young person in our school, you must report this to the Designated Safeguarding Lead.

**For more information about our safeguarding procedures, please visit our website**

<https://www.stpetersacademystonnall.com>

## Contacts

**Executive Principal**  
Mr Matthew Seex

**Designated Safeguarding Lead**  
Mr David Castledine

**Deputy Safeguarding Leads**  
Mr M Seex  
Mrs Jade Webster

**Governor with Safeguarding Responsibility**  
Mrs Zoe Heath

## **St Peter's CofE Primary Academy**

Main Street  
Stonnall  
Staffordshire  
WS9 9EE

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Email [office@st-peters-stonnall.staffs.sch.uk](mailto:office@st-peters-stonnall.staffs.sch.uk)



**'ONE FAMILY  
UNDER  
GOD...BELIEVE  
AND ACHIEVE'**

**Safeguarding Advice  
for Visitors**

## Designated Safeguarding Team



Mr. D. Castledine – Designated  
Safeguarding Lead



Mr M. Sees – Deputy Designated  
Safeguarding Lead



Mrs J. Webster – Deputy  
Designated Safeguarding Lead

On arrival in school you will be asked to sign in and present ID. If you will be working without a member of staff present (for example agency workers) you will be asked to provide a DBS and a letter from your employing organisation to say all the necessary safeguarding checks are in place. Please do not be offended, this is in the interest of protecting our young people.

You will also be asked to wear a visitor's badge whilst in school.

### **In Case of Fire**

In the unlikely event of the fire alarm sounding, please evacuate the school and proceed to the assembly point at the rear of the playground.

Please exit by the nearest doors as directed by a member of school staff.

## What should I do if I am worried about a child?

If, whilst working with a child, you become concerned for any reason e.g:

- Comment made by a child
- Marks or bruises
- Changes in behavior and demeanour

Please report your concerns to one of the designated leads. The office staff will help you in finding them.

## What should I do if a child discloses he/she is being harmed?

- Record details as soon as possible, recording exact words and phrases used by the child. Forms for this purpose are pinned on the staffroom noticeboard or available from the safeguarding lead.
- This form must then be given to the safeguarding lead who will discuss the disclosure with you and deal with it in the appropriate way.
- Please sign and date all forms.

## What should I do if the allegation is against a member of staff?

You should report the allegation to the Executive Principal or Designated Safeguarding Lead

## What should I do if the allegation is about the Headteacher?

Alert the Deputy Safeguarding Lead who will signpost you to the Chair of the Local Academy Committee

## How do I ensure my behaviour is always appropriate?

Appropriate relationships with children are based on mutual trust and respect. Please do not photograph children, exchange emails or text messages or give out your own personal details.

Please make sure you only use a mobile phone in the office areas. Use of a phone when children are in the vicinity is prohibited.