

Disclosure by a child

If you have a concern or are concerned in any way about a child's welfare or safety, you must speak to one of the following:

Designated Safeguarding Lead:

Claire Pocock

Deputy Designated Safeguarding Leads:

Kate Evans

Mo Parker

Safeguarding Governor:

Di Durrant

ELAN Safeguarding Lead

Adam Matthews

Chair of Governors:

Alex Grant

We work to promote a safe culture at Banwell, ensuring allegations are dealt with quickly, are alert to the signs of abuse and neglect and always follow procedures to ensure that pupils receive effective support and protection.

If a child discloses information about significant harm you should:

- ◆ Listen
- ◆ Tell the pupil that you need to tell someone else - you cannot promise to keep a secret.
- ◆ Make accurate notes of what has been said by the pupil and pass this immediately to the DSL.

Please note: it is not your responsibility to investigate, but to report to the Designated Safeguarding Lead.

Keeping Everyone Safe

We hope that you have an enjoyable visit to Banwell.

Our main priority is to ensure that everyone who visits is aware of their responsibilities towards making sure all young people are safe.

As a visitor please remember the following:

- ◆ If you are working in a 1:1 situation, we must have confirmation that all the necessary safeguarding checks have been completed including an Enhanced DBS disclosure check.
- ◆ You must not have any physical contact with any pupil.
- ◆ You must never exchange personal contact details with a pupil or arrange to meet them outside of the school environment.
- ◆ The use of cameras and taking photographs is not permitted unless using a school device.

Confidentiality

There is a significant amount of confidential information in schools.

It is absolutely essential that any information you may hear or see about children, or families is treated in the utmost confidence and must not be discussed outside of the school.



Banwell Primary School visitor and safeguarding information

Safeguarding is everyone's business

Banwell are committed to the highest possible standards in safeguarding and promoting the welfare of our young people and this requires all staff and visitors to share this commitment.

Contained in this leaflet is information about our child protection procedures and guidance on what you should do if you have concerns.

Please sign in on arrival and collect a visitor badge. Please wear your badge at all times to avoid being challenged by staff or pupils.

On departure please sign out and return your badge.

Banwell Primary School is part of Extend Learning Academies Network.

**Please do ask if you need any help
Thank you**



Network, 13 Lime Close, Locking,
Weston-super-Mare BS24 8BH
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Safeguarding Senior Leaders

Headteacher:

Claire Pocock

Assistant Head:

Kate Evans

SENDCO:

Thea Dennett

EYFS/KS1 Lead

Julia Bevan

KS2 Lead

Matthew Farmer



Main school times:

- Breakfast Club: 7:45am
- Playground gates open: 8:40am
- Teachers present in playground: 8:40am
- Morning registration: 8:50am
- Playground gates open: 3:15pm
- End of day: 3:20pm

Fire safety

Please take your time to familiarise yourself with your nearest fire exit and the fire notice in the room.

In the event that the fire alarm should sound, please follow all instructions from the class teacher you are working with.

Do not try to collect your belongings.

Visitors need to assemble with the class or member of staff they have been working with

If you feel that you would require any additional assistance in an emergency evacuation, declare this at reception so we can provide you with a suitable evacuation strategy

Lockdown procedures

In the unlikely event of a lockdown occurring because there is an unidentified/ unauthorised person on site, please follow teachers/staff instructions. Do not try to collect your belongings.

Fire drills and lockdown practices are regularly held and children are accustomed to our procedures.

First aid

If a child has an accident no matter how slight, please report it to a member of staff, who will advise you on the appropriate actions.

If you have an accident no matter how slight, please report it to a member of staff, who will advise you on the appropriate actions, including seeing a first aider and if necessary completing an accident form.

Adult toilet facilities

Adult toilets are located adjacent to the school office at the entrance to the school, and in the sports hall building.

Whistleblowing

The type of activity or behaviour, which the school considers should be dealt with under the whistleblowing policy, includes: safeguarding breaches, any criminal activity, dangerous practices, abuse of position, sexual or physical abuse of pupils or others or other unethical conduct.

The whistleblower should raise the matter with the headteacher or chair of governors initially so that the matter can be investigated. If the concern relates to the headteacher or chair of governors, the matter should be raised with the Chief Executive officer of the Extend Learning Academies Network adam.matthews@extendlearning.org

Mobile phones

We do not allow visitors to use their own personal or work devices in school. Please make sure that they are handed into the school reception while you are on site.

Health and Safety

If you notice anything that could be deemed a health and safety risk, please report it to the school office.

Please comply with our safety procedures whether written or brought to your attention by other means for your own protection and the protection of those around you.

