

## Important Notice to Our Visitors

All visitors must sign in and out with reception. If you have photo identification it must be shown to the reception staff and worn whilst on site.

If you are a visitor with no identification you will need to be escorted by a member of staff at all times.

You will be issued with a visitor lanyard which must be worn at all times.

If you have a DBS check, you will be given a **GREEN** lanyard and you are permitted to move around the building on your own.

If you don't have a DBS check, you will be given a **RED** lanyard and you must be accompanied by a member of staff at all times.

Please return your lanyard to reception before leaving the site and ensure you sign out.

Thank you for supporting and safeguarding the children at our school



## Flanderwell Primary School

# Your Safeguarding Team



Mr Adam Cornes

Headteacher

Deputy Safeguarding  
Lead



Mrs Karen Sheriff

Pastoral Lead

Safeguarding Lead

Flanderwell Primary School is committed to the highest standards in protecting and safeguarding the children entrusted to our care.

**Our School will support children by:**

Promoting a caring, safe and positive environment within our school.

We will encourage self-esteem and self-assertiveness.

We will effectively tackle bullying and harassment issues.

We recognise that children may be the victims of neglect, physical, sexual or emotional abuse. Staff working with children are well placed to identify such abuse.

**At Flanderwell Primary School we aim to:**

Create an atmosphere where all our children feel secure, valued and listened to.

Recognise signs and symptoms of abuse.

Respond quickly, appropriately and effectively to causes of suspected abuse.

**If you have a concern that a child is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally) you must contact the following staff members immediately:**

DSL – Mrs Karen Sheriff – Pastoral Lead  
Deputy DSL – Mr Adam Cornes - Headteacher

***Everyone working with our children, their parents and carers, are aware that:***

- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not attempt to investigate once the initial concern is raised.
- They should involve the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) immediately.
- Disclosure of abuse or harm from children may be made at any time.

**If anything concerns or worries you, report it straight away.**

**Confidentiality:**

It is absolutely essential that any information you may hear about children, or their families is treated with the utmost confidence and must NOT be discussed outside school. If, however, a child tells you about someone who has harmed or abused them then you **MUST** share this with the Safeguarding Team

As a visitor to our school, you will have a legal duty to care for your own safety and the Health & Safety of others.

**Fire Alarm:**

Please take your time to familiarise yourself with our Fire Exit.

If the Fire Alarm sounds, please leave the building by the nearest exit and report to the fire officer at the designated assembly point. If you are in a classroom with a class/group of children, please walk your group of children calmly and quietly to the lower playground at the side of school, if in Y3-Y6, or to the field area at the back of school, if in FS1 – Y2.

If children and staff are in the school hall, exit should be via the external fire door and children and staff should make their way to the lower playground. Pupils should line up in their registration groups and a roll call carried out to ensure the class is complete.

**Lock-down Alarm:**

*Please take your time to familiarise yourself with your nearest 'Safe zone'.*

If the Lockdown alarm sounds, please accompany the member of staff you are with to the 'Safe zone' in the room you are in. If you are in a classroom with a class/group of children, please ensure the children are in the 'safe zone' and are kept calm and quiet. You must remain there until a member of staff gives the all clear.