

DESIGNATED SAFEGUARDING LEADS FOR THIS ACADEMY :

Out Designated safeguarding leads are detailed below.





It is very important you report any concerns to one of these staff members.

If you are unsure where they are please ask another member of staff and they will direct you.



Grove Lea
Primary School

Our Safeguarding, Mental Health and Wellbeing Team

Name	Role	Email Address
 Sally Henshall	Executive Head	shenshall@ipmat.co.uk
 Natalie Wilson	Deputy Head	nwilson@ipmat.co.uk
 Emma Litchfield	Learning Mentor	elitchfield@ipmat.co.uk
 Ashleigh Dransfield	Special, Educational Needs and Disabilities Lead	adransfield@ipmat.co.uk

Contact information:

CEO: Sue Vickerman

s.vickerman@ipmat.co.uk

Deputy CEO: Kyrstie Stubbs

k.stubbs@ipmat.co.uk



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Multi-Academy Trust

Safeguarding Leaflet for Visitors



All staff and Governors across our Trust fully recognise that they have a duty to ensure arrangements are in place for safeguarding and promoting the wellbeing of children (Section 175 of the Education Act 2002).

We adhere to the L.A.'s Safeguarding Children Board Procedures and Keeping Children Safe in Education 2022 (KCSIE)

Safeguarding Statement:

We are committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors to share this common commitment.

This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it please speak to any of the contacts named within.

Please keep the leaflet in a safe place so that you can read it again if you need to.

If you are concerned about the safety of any child in our schools, you must report this to one of the Designated Safeguarding Leads (DSL).

If you are concerned about the conduct of a member of staff or volunteer in your school (Allegations against Staff/Whistleblowing Policy), you must contact the Head Teacher.

In the absence of the Head Teacher the CEO or Deputy CEO must be contacted.

Visitor Procedures:

- Visitors must sign in at the Main Office.
- Visitor badges must be worn at all times whilst on the school site.
- Visitors should remain under the supervision of a designated member of staff whilst on site.
- All visitors must sign out at the Main Office and return their visitor pass before leaving the site.

Photographs and Phones

The use of personal phones by anyone is not permitted unless there is an emergency.

Online Safety:

There is a separate policy on Online Safety.

If a child discloses anything to you:

- React calmly.
- Listen carefully to the child, particularly what is said spontaneously.
- Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety.
- Do not ask leading questions or make judgements. Clarify and check your concern if you feel that you are not sure, by using, for example, "tell, explain, describe or outline" but as soon as you believe that there might be a genuine issue, ask no further questions. This could compromise further enquiries.
- Reassure the child that they are doing the right thing.
- Record carefully what the child says in their own words including how and when the account was given. Date, time and complete a Concern Form which is available from the Main Reception. This will be passed on to one of the Designated Safeguarding Leads. If you feel that a child may be at risk of harm but are not sure, then inform one of the Safeguarding Leads immediately. They will offer advice and take appropriate action.

Keeping Yourself Safe:

- Be professional. Be careful how you interact with or speak to a child, the child may interpret it differently.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- Avoid being on your own with a child, always ensure that a door is open and that you are visible to others.
- It's best not to do anything for a child that he or she can do for himself or herself. Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident, time and date it and pass it on to one of the Safeguarding Team.
- If you have concerns about the conduct of staff, it is your responsibility to inform the Head Teacher.

Remember.. if in doubt.. ask!