

OUR COMMITMENT TO SAFEGUARDING REPORTING CONTACT DETAILS

At Lever Edge Primary Academy, the safety and wellbeing of our pupils is paramount.

All adults visiting Lever Edge Primary Academy have a part to play in keeping our pupils safe.

It is also important that visitors keep themselves safe.

At Lever Edge Primary Academy, we promote safe working practices for everyone in the school community, whatever their role or reason to be here.



Designated Safeguarding Lead
Mrs Kelly James
Headteacher



Deputy Designated Safeguarding Lead
Mrs Melanie Tipping
Deputy Headteacher



Deputy Designated Safeguarding Lead
Mrs Carrie Wootton
Assistant Head



Deputy Designated Safeguarding Lead
Mrs Jenny Broadhurst
Pastoral Lead/SENDCo



Deputy Designated Safeguarding Lead
Mrs Carole Concannon
School Business Manager

CHILD PROTECTION

At Lever Edge Primary Academy, we believe all pupils have the right to be **SAFE** from **HARM** and **EXPLOITATION**.

Adults working with or around children and young people must be aware of the risk of abuse from adults and other young people.

If you have any concerns about a young persons safety during the course of your visit to our school:

- Immediately inform the Designated Safeguarding Lead or Deputy
- Write factual notes about what you heard, witnessed or been told. Sign and date all notes
- If you suspect abuse or if a young person confides in you or if a complaint is made about you or any adult, it is your duty to report the concern to a member of staff



Do

- Sign in at school Reception on arrival.
- Wear your visitor badge at all times.
- Be aware that verbal interaction with pupils could be interpreted as inappropriate even if it was not your intention.
- Be aware that contact with pupils outside school ground may be considered inappropriate.
- Report ANY occasion when a pupil instigates communication via social media or in person.
- Report any unacceptable behaviour to a member of staff as soon as possible.

Do Not

- Initiate any verbal or physical contact with a pupil unless it is appropriate and part of an agreed reason for your visit.
- Give any personal information or details to any pupil e.g. your name, address, telephone number, email or any social media account details.
- Accept or respond to pupils attempting to share personal details with you.
- Put yourself in a situation of vulnerability i.e. unsupervised one-one with a pupil unless it is agreed as necessary to your visit.
- Instigate or respond to communication with pupils using any form of social media.
- Use any recording device (including mobile phones) to take images within school except with the express prior permission from the Designated Safeguarding Lead.
- Respond to verbal or physical contact from pupils. If this occurs or you have any other concerns about pupil behaviour, report it immediately to the member of staff responsible for your visit.

If you suspect a young person is at risk of serious harm call: 01204 331500

IN THE EVENT OF A FIRE ALARM SOUNDING

Please follow the schools evacuation procedures, do not re-enter the building until authorised by the person in charge

	Fire action If you discover or suspect a fire
	1 Operate the nearest fire alarm call point
	2 Leave the building by the nearest available exit
	3 Report to person in charge of assembly point
	4 Do not stop to collect personal belongings Do not take risks