

Other members of the safeguarding and pastoral team

- Mr Beadell - Head of Junior School
- Mrs Carlyle - Head of Infant School
- Mrs Rollings - SENCo
- Mrs Smedley - Dragon's Den
- Mrs Head - Dragon's Den

Safeguarding information for Visitors

Safeguarding and promoting the welfare of children is **everyone's** responsibility.

Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred.

This means that they should consider, at all times, what is in the **best interests** of the child.

The Governors and staff of Northern Parade Schools fully recognise the contribution it makes to safeguarding children.

We recognise that all staff members, including volunteers and visitors have a full and active

part to play in protecting our children/young people from harm.

Health and Safety

Fire:

In the event of a fire alarm, please use the nearest fire exit and make yourself known to a member of staff.

Accidents and Illness:

All accidents, regardless of severity need to be reported to a first aider and should be logged in the accident book.

If you feel unwell and feel you need support, please ask a member of staff or a first aider who will assist you.

If you need a comfort break during your visit, a member of staff will direct you to the nearest adult only facility.



NORTHERN PARADE

SAFEGUARDING INFORMATION

FOR VISITORS – Please read

Designated Safeguarding Leads are



Mr Beadell Mrs Carlyle Mrs Rollings

Deputy Designated Safeguarding Leads are (Dragon's Den):



Mrs Smedley

Mrs Head

What to do if you are worried about something you see or hear whilst in school. -

✓ share your concerns with the member of staff who is accompanying you.

Or

✓ ask to speak with one of the school's designated safeguarding leads:

- Mr Beadell - Head of Junior School
- Mrs Carlyle - Head of Infant School
- Mrs Rollings - SENCo
- Mrs Smedley - Dragon's Den
- Mrs Head - Dragon's Den

If you are concerned about the conduct of a member of staff during your visit.

Immediately inform the Head of School's:

Mr Beadell – Head of Junior School
Mrs Carlyle – Head of Infant School

Or

If the head of school's is unavailable, or your concern is about the head of school's ask to speak with Mr Hunter – Executive Head.

What will happen next?

You will then be asked to write your concerns down and sign.

Or

You can dictate your concerns to one of the DSLs and sign the statement.

Visitor Procedures

All visitors -

- ✓ Must sign in at the main office.
- ✓ Will be given a visitor badge which must be displayed at all times.
- ✓ will be provided with this safeguarding leaflet
- ✓ Must sign out at the main office.
- ✓ Will have their Disclosure and Barring Service (DBS) information checked or will be asked to remain under the supervision of a staff member whilst on site.

E-Safety

To protect our children we ask that mobile phones are kept out of sight and not used whilst visitors are in school.

If this is an issue please speak with one of our designated safeguarding leads.

Takin photos or video footage whilst in the school is not permitted at any time.

All our safeguarding and child protections policies can be found on the school website or please ask to speak with one of our DSLs.

admin.np@kingsacademies.uk

Thank you for helping us to make Northern Parade School's a safe place to learn and thrive.