

Southfields Community Primary School is committed to Safeguarding children and promoting the welfare of children and young people. We expect all staff, visitors and volunteers to share this commitment.

What should I do if I am worried about a child?

Should you hear or see something that gives you cause for concern regarding the safety of a child/young person please report this immediately to:

THE DESIGNATED SAFEGUARDING LEADS

Mr Gale

Lucy Ledbrooke



Contact details:

lledbrooke@southfields.coventry.sch.uk

pastoralsupport@southfields.coventry.sch.uk

Telephone:02476



Health and Safety



Signing In:

Every visitor coming into Southfields MUST report to the main reception and sign in where you

Behaviour:

Southfields School will not tolerate verbal or physical aggression towards its staff or pupils. This type of behaviour will result in removal, a ban from the school grounds, and possible prosecution.

Fire Safety:

You must make yourself aware of all 'Emergency Exits' located and signposted across the school. Upon hearing the 'Fire Alarm' you must exit from the nearest Emergency Exit and look for an Assembly Point. **DO NOT** stop to pick up personal belongings. **DO NOT** re-enter the building until you are advised it is safe to do so.

No Smoking:

Southfields Primary School operates a non-smoking policy, this includes the grounds as well as the buildings.

First Aid: Please contact the First Aid Lead

Debbie Stevens.

SOUTHFIELDS PRIMARY SCHOOL

Safeguarding Information for Parents, Visitors and Volunteers



The information enclosed in this leaflet outlines how the staff at Southfields keep our children safe.

We hope it will provide all the information you need to make your time here safe and a happy one.

Telephone:02476 226 810



Advice for
Volunteers Parents and

What is Safeguarding?

Safeguarding is:

Protecting children from maltreatment;
Preventing the impairment of children's health or development;
Ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
Taking action to enable all children to have the best outcomes.

Disclosure and Barring Service Check (Previously CRB)

All staff and volunteers who work with children at Southfields School are required, and will have an up to date enhanced DBS disclosure. At Southfields we are committed to ensuring the needs of our pupils are safeguarded in a timely manner and appropriately.

What to do if a child says something to you, which gives you **CAUSE FOR CONCERN?**

- Give the child or young person your full attention
- Maintain a calm appearance.
- Don't be afraid of saying the "wrong" thing.
- Reassure the child or young person it is right to tell.
- Accept the child or young person will disclose only what is comfortable and recognise the bravery/strength of the child for talking about something that is difficult.
- Let the child or young person take his or her time.
- Let the child or young person use his or her own words.
- Don't make promises you can't keep.
- Tell the child or young person what you plan to do next.

What to do if a member of staff gives **CAUSE FOR CONCERN?**

You should report your concerns or allegation of abuse to the Head Teacher Mr Gale



If the concern or allegation of abuse is about the Head Teacher then Mr Dave Nellist - The chair of Governors should be informed without delay.



Mr Gale
Deputy Designated
Safeguarding Lead



Lucy Ledbrooke
Designated
Safeguarding Lead

SOUTHFIELDS COMMUNITY
PRIMARY SCHOOL
EAST STREET CV1 5LS

Phone: 02476 226 810

