

WELCOME TO  
**FRITCHLEY  
COFE  
(AIDED)  
PRIMARY  
AND  
NURSERY  
SCHOOL**

Essential  
information for  
supply staff, visitors  
and volunteers

## Our Statutory Duty

Safeguarding is  
everyone's responsibility

We adhere to the Local  
Authority's Safeguarding  
Children Board  
Procedures.

This leaflet outlines how  
we, as a school and a  
community, intend to  
keep our children safe.

The policies and  
guidelines are intended  
to ensure the safety of  
our children at all times.

## Designated safeguarding leads



Rosie Turner,  
Headteacher,  
Safeguarding  
Lead

Vanessa O'Shea,  
Deputy  
Safeguarding  
Lead



If you are concerned  
about the safety of a child  
in this school, you must  
report this to one of the  
people above.

**If you are worried or  
concerned please do not  
leave our school without  
speaking to a member of  
the safeguarding team.**

## **DISCLOSURE**

If a child discloses information you must:

- React calmly
- Listen carefully
- Do not promise
- Reassure
- Record

## **STAFF CONDUCT**

If you are concerned about the conduct of a member of staff, volunteer or pupil in school you must report this immediately to a Safeguarding Lead.

## **CONFIDENTIALITY**

Confidential or personal information about staff, pupils or families must not be discussed outside of school.

## **FIRE**

If a fire alarm sounds during your visit:

Make your way to the nearest exit.

Assembly point is on the playground.

Do not re-enter the building until told that it is safe to do so.

## **ACCIDENT OR ILLNESS**

Should you have an accident or feel unwell during your visit you must report this to the school office who will inform the headteacher.

## **USEFUL CONTACTS**

**Starting Point** (If you are concerned that a child is suffering or at risk of significant harm)

**01629 533 190**

**NSPCC Helpline**

**0808 800 5000**

**Childline**

**0800 11 11**

**Prevent**

**[prevent@derbyshire.gov.uk](mailto:prevent@derbyshire.gov.uk)**

**01629 538473**