

Safeguarding

Scotch Orchard Primary School is committed to safeguarding all children in our care. We hope this leaflet provides you with useful information and advice about how to uphold the principles of our Safeguarding policies and procedures. A full copy of our Safeguarding policy can be found on our school website.

Your Responsibilities

All those who come into contact with children, whether paid or voluntary, has a duty to safeguard and promote the welfare of children.

DBS Checks

Anybody involved in working with children must be DBS checked. This is to ensure that unsuitable people are prevented from working with children.

Any volunteers or visitors who are not DBS checked must not be left unsupervised with children.



Safeguarding Information for Visitors



Scotch Orchard Primary School
Scotch Orchard
Lichfield
Staffordshire
WS13 6DE

Welcome to Scotch Orchard Primary School



What is safeguarding?

Child Protection is everyone's responsibility regardless of role or status. Child Protection is just one aspect of safeguarding, - one that we as a school take very seriously. Report concerns to the right person, in person.

By safeguarding we mean:

- Protecting children from abuse or neglect
- Preventing impairment of the children's mental and physical health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- Creating opportunities to enable children to have optimum life chances in adulthood

What should I do if I have concerns about a child?

If you have any concerns about the welfare or safety of a child in our care, such as something a child says, marks or bruising on a child or changes in a child's behaviour, you must share it with a Designated Safeguarding Lead (DSL)

You must use the system in our school to:

- Refer immediately
- Inform the right person, in person
- Do not email or leave a voicemail
- Record the date, time and details of any discussions
- Share your concerns with a DSL.

Who are the Designative Safeguarding Leads (DSLs) at Scotch Orchard?

You **must** inform one of the following DSLs within 10 minutes if you are worried about a child.



Dr R Warrack
Head of School



Miss M Sturch
Assistant Head Teacher



Mr J Chapman
Year 6 Teacher & English Lead

Staff and Visitor Conduct

Visitor Procedures

- All visitors must sign in using the Inventory system in the entranceway. Please ensure the ID sticker is visible at all times.
- All visitors will be issued with a visitor badge. This must be worn at all times.
- On entry to school, visitors will receive a copy of the 'Safeguarding Information for Visitors' which they must read. The office can help answer any questions you may have.
- Visitors must not use a smart phone or camera on site unless permission has been given.
- Visitors must sign out and return their pass before leaving.

Staff Conduct

If you are concerned about the conduct of a member of staff following an observation or disclosure, the following actions must take place:

- Form the Head of School immediately (Dr R Warrack)
- In their absence, immediately form the Assistant Head Teacher (Miss M Sturch)

If your concern relates to the Head of School please contact the Director of Education, Ms Anna Balson, in the first instance.

If she is not available, contact our CEO or Chair of Trust Board. Contact details may be found from the school office.