

# SAFEGUARDING ADVICE AND KEY DOCUMENTATION

Florence Melly Community Primary School is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. Everyone has a responsibility to act, without delay, to protect children by reporting anything that might suggest a child is being abused or neglected. It is our willingness to work safely and challenge inappropriate behaviours that underpins this commitment.

When you sign in to our school you are agreeing to follow the advice within this leaflet. All visitors must wear the visitor's badge provided by reception. An adult without a badge will be accompanied to the school's reception to confirm they have signed in.

**Unsupervised visitors:** If your visit involves unsupervised contact with children you will be asked to show the photographic ID badge provided by your employer and written confirmation that you have an Enhanced DBS Certificate including a Barred List Check. You may be required, by the school, to present your Enhanced DBS Certificate. We will note down the DBS number and the date it was issued and add these to our Single Central Record. You will also need to read and understand the school's Code of Conduct for Adults and Part 1 and Annex A of the DFE's 'Keeping Children Safe in Education' guidance. These, and the school's Child Protection Policy, are available on the school's website. Paper copies are also available on request. Alternatively, you can scan these QR codes for quick access:



Keeping Children Safe in  
Education



Child Protection Policy



Code of Conduct

# IF YOU HAVE ANY CONCERNS...

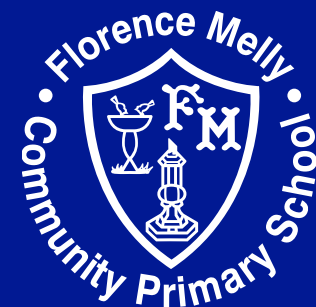
## Procedures for Reporting Child Protection or Child Welfare Concerns

**If a child makes a disclosure...  
RECEIVE, REASSURE, REACT, REPORT & RECORD**

- All concerns should be reported without delay directly to the Designated Safeguarding Lead, Mr K Baillie. This should be followed by a written account of the concerns completed on the school's Child Protection/Child Welfare Incident Form/CPOMS (our online reporting and monitoring system).
- Consideration will need to be given to immediately protecting the child and contacting the police or other emergency services.
- Our Designated Safeguarding Lead, will follow the LSCP and Local Authority procedures and may make a referral to Children's Services.
- Keeping Children Safe in Education reminds us that any adult can refer their concerns to Children's Services directly. This should be followed up with a written referral to Children's Services.
- Concerns about a child should always lead to help for a child. The school may need to escalate its concerns with Children's Services to ensure a referral is accepted or work with other agencies to ensure an Early Help Assessment is completed.

## If you have a concern about the behaviour of any adult in school towards a child you can contact...

- The Local Authority Designated Officer (LADO) for managing allegations against staff and volunteers can be contacted via Children's Services or via email: [LADO@liverpool.gov.uk](mailto:LADO@liverpool.gov.uk)
- The school office can provide you with a copy of the school's procedures for managing allegations against staff and volunteers.



# WELCOME TO FLORENCE MELLY COMMUNITY PRIMARY SCHOOL VISITOR INFORMATION



Please take a few minutes to  
read through this information  
so your visit can be enjoyable  
and safe.



# IF YOU CAN DREAM IT, YOU CAN DO IT!

**Signing into the building** - When you arrive at reception, you will be asked to sign in using our InVentry visitor management system. This helps us accurately monitor who is in school at any one time. The InVentry system will take your photograph and print out a visitors badge. Please wear this badge at all times. Please use the same system to sign out when you leave.

**The use of mobile phones** - Our school is a mobile free zone! We feel strongly that teaching and learning should be conducted in an environment free from unnecessary distractions or disruptions in order to provide the best possible conditions for our pupils to learn. As a result, we operate a no mobile phone policy. Details of which can be found on our website. Should you need to use your mobile phone in cases of emergency, please see our Headteacher - Mr A Leach

**Car parking** - Our secure car parking facilities are located at the rear of the building. If you park in our car park you will be asked for your car registration number when signing in using our InVentry system. Please note, cars are parked in the car park at the owners own risk.

**Smoking** - We do not permit smoking, including the use of electronic cigarettes, anywhere on the school premises or grounds.

## Key Staff/Governors

**Headteacher:** Mr A Leach

**Designated Safeguarding Lead:** Mr K Baillie

**Deputy Designated Safeguarding Lead:** Mr J Doyle

**Chair of Governors:** Mrs J Matthews

**Safeguarding Governor:** Miss C Gallagher/Mrs J Matthews

**Code of Conduct** - The school has a full code of conduct to encourage safer working practices for all adults working with young people, including advice regarding 'on-line safety'. This is underpinned by The Safer Recruitment Consortia's 'Guidance for safer working practice for those working with children and young people in education settings'.

### You should ALWAYS:

- provide a positive role model to young people
- dress appropriately, ensuring your clothing is not likely to be viewed as offensive or revealing
- treat all members of the school's community with respect and tolerance
- work with children so that you are visible by a member of the school staff
- respect a child's privacy and dignity
- always be able to justify any physical contact you have with a young person
- always report any situations that arise that you may feel may give rise to a complaint or misunderstanding in respect of your own actions
- There should be no delay in ringing 999 and requesting fire, police or an ambulance.

### You should NEVER:

- photograph a child without the school's permission
- use your personal mobile phone in areas used by young people
- ignore inappropriate behaviours towards children either by other children or adults
- share personal details with a child
- meet or contact the child out of school including by text, email, Facebook or other social media or give a child a lift home
- discuss the school, children or adults working within the school on social media
- make inappropriate comments to a child including racist, homophobic, sexist or sexualised comments
- give gifts to a young person (unless with the agreement of your line manager) or show them preferential treatment.

**Health and Safety Information/Emergency Treatment or First Aid** - Should you require any additional information relating to 'Health and Safety' please see any member of the Senior Leadership Team. If you require first aid attention during your visit, please inform the nearest member of staff who will seek the appropriate help. We have specific staff members who are appropriately trained in first aid.

**Fire** - In the event of the fire alarm sounding, please evacuate the building at the nearest exit as quickly as possible and make your way to the designated assembly points which are located on the playground. As a visitor to our school, you will be required to follow our evacuation procedures which are displayed in red frames in each room around school. These provide vital information and you should take the time to make yourself familiar with the information. If you are unsure, please ask a designated fire marshal or another member of staff who will be more than willing to help. Under no circumstances should you try to re-enter the building once you have evacuated.

**Accidents and Hazards** - All accidents need to be reported to a member of staff. They will be dealt with and logged in our accident book. If you identify a hazard, please inform our Site Manager who will help resolve the issue.