

Safeguarding procedures at St Mary's CE Primary School

If you have any concerns with regards to the welfare of a student, no matter how small, please contact a member of the safeguarding team:

Mrs L Oakes
Mr P Galvin

If you cannot reach a Designated Safeguarding Officer then you should contact a member of our teaching team:

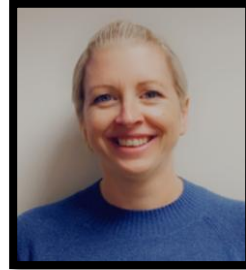
Mrs F Port
Mr M Percival
Mr C Priestley
Mrs C Lilley
Mrs M Tava
Mrs D Maxfield

Should you fail to reach any of these options then the responsibility for safeguarding defaults to Mr D Ellison-Lee (Trust CEO)

If a child is in immediate danger or is at risk of harm a referral should be made to children's social care and/or the police immediately.

If you have concerns about another member of staff this should be referred to the Headteacher: Mrs L Oakes
If your concern involves Mrs Oakes contact RISE multi academy trust via Dave Ellison-Lee 07738 275651

Mrs L Oakes
Headteacher
Designated Safeguarding Lead



Mr P Galvin
Deputy Designated
Safeguarding Lead



Safeguarding information for Visitors



St Mary's CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all to share this commitment when visiting our school.

Keeping safe at St Mary's CE Primary School

Welcome to St Mary's.

Please read this leaflet about keeping safe when visiting our site.

St Mary's expects all visitors and contractors to:

- Sign in at reception.
- Wear their visitors lanyards at all times and return this to reception when leaving the site. Visitors lanyards must be visible.
- Cooperate with the school on all matters relating to health and safety.
- Report any hazards or suspicious activities.
- Report any accidents or incidents that occur to the school office team.
- Behave in a courteous and appropriate manner.
- Not leave reception without being accompanied by a member of staff (unless otherwise agreed).

Please inform a member of the reception team if you require assistance moving around the site



**ST MARY'S CofE
PRIMARY SCHOOL**

Rise
EDUCATION

Fire Evacuation and Fire Safety

If you discover a fire, please activate the nearest break glass point. If the fire alarm sounds continuously, you are to evacuate the building immediately and assemble on the KS1 Playground.

Please report your presence at the fire assembly point to a member of the reception team.

First Aid

In case of an accident or incident please contact reception or a member of staff and a member of the team will arrange for a First Aider to attend.

Health and Safety

Please note smoking, including vaping, is not permitted anywhere on the school site. Dogs are not permitted on the site (except guide and therapy dogs).

Should you have any questions please do not hesitate to ask a member of staff who can be identified by the badge they wear.

Equality and Diversity

The school seeks to provide a welcoming environment and will not tolerate any form of discrimination, bullying or harassment from or towards its pupils, staff or visitors.

If you have any concerns about the way you or others have been treated, please inform a member of the reception team.

Safeguarding

Please pass on any concern about child safety, immediately, no matter how small, to Mrs L Oakes or Mr P Galvin.

Please note that visitors/contractors are not permitted to take photographs of the school/pupils without the necessary permission and supervision.

Please do not give out any personal information (e.g. mobile number or email address) to pupils, and do not accept any personal information from a pupil.

Visitors are asked to only use staff toilets which can be found in the main corridor near the main school entrance.