

Staff Conduct

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

Immediately inform the Head Teacher - Mrs Ttofalli

In her absence, immediately inform the Deputy Head Teacher - Ms Broadhurst

Safeguarding Team

Please confidentially report any concerns to a member of the Safeguarding Team immediately.

Victoria Loughran (Designated Lead)

Clare Broadhurst (Deputy Designated Lead)

Natasha Ttofalli (Deputy Designated Lead)

Tahira Sherriff (Deputy Safeguarding Lead)

Rehana Begum (Mon/ Tues)

Zakiya Sharif (Weds, Thurs, Fri)

Sultana Khan

Danielle Hamlett

Marjana Uddin

Keeping Yourself Safe

Be professional. Be careful how you interact with or speak to a child, the child may interpret it differently.

Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.

Avoid being on your own with a child, always ensure that a door is open and that you are visible to others.

It's best not to do anything for a child that they can do for themselves.

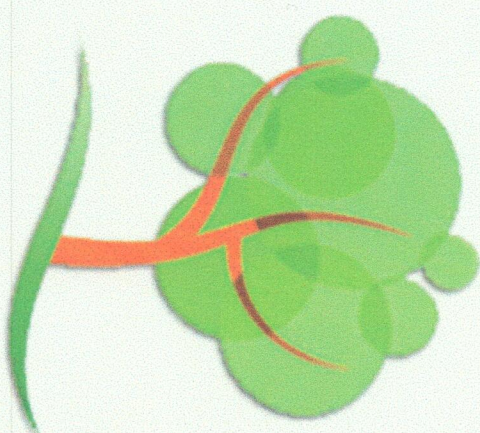
Always tell someone if a child touches you or speaks to you inappropriately. Log the incident, time and date and pass it on to the Head Teacher or Deputy Head Teacher in her absence.

If you have concerns about a child, it is your responsibility to inform the Safeguarding Lead.

If you have concerns about the conduct of staff, it is your responsibility to inform the Head Teacher.

Remember... If in doubtjust ask.

Welcome to Park Primary School



Safeguarding Guide for Visitors

Please take the time to read the information contained within this guide for a safe visit.

Park Primary School



Health and Safety

Your safety and wellbeing during your visit are important to us.

Park Primary regards the promotion of Health and Safety to be of the utmost importance for our children, staff and visitors to the school. This leaflet contains information about our expectations of you whilst visiting the school.

As a visitor you have a legal responsibility to care for your own and others' safety.

All accidents must be reported immediately to the main office and if first aid is required it may be obtained from there.

Should there be a fire alarm during your visit, please leave the building by the nearest exit and report to the assembly point in the middle of the main playground.

Should you have any concerns relating to anything that has led, or could have led, to damage or injury please report these to the member of staff supervising your visit or to our School Business Manager - Clare Batchelor or Simi Ghataora (Office Manager) in her absence.

Please note that smoking or vaping is not permitted anywhere on the school premises.

Visitor Procedures

All visitors must sign in at the main office. You may be required to produce some form of ID.

All visitors will be issued with an appropriate visitor badge and lanyard which must be displayed at all times whilst on the site.

Visitors will be asked to remain under the supervision of a designated member of staff whilst on site.

Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, where possible, to avoid disappointment.

All visitors must sign out at the main office and return their visitor badge and lanyard before leaving the site.

For safeguarding purposes, visitors are asked to refrain from using their mobile phones or electronic devices in the presence of children.

Safeguarding

Park Primary School is committed to safeguarding and promoting the welfare of the children and its community. We require all staff, volunteers and visitors to share this commitment. You have a duty to report any concerns you may have to a member of staff.

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

If you are concerned about:

Something a child says

Marks or bruising on a child

Changes in a child's behaviour or demeanor

The safety of a child

You must immediately inform the Designated Safeguarding Lead - Victoria Loughran. In her absence, inform a member of the Safeguarding Team. Such information should ONLY be shared with the Safeguarding Team.

If you feel that a child may be at risk of harm, but are not sure, inform a member of the Safeguarding Team immediately who will offer advice and take appropriate action.

A copy of the school's safeguarding policy is available from the school office or on our website: <http://www.park.newham.sch.uk>.

Sometimes a child may disclose information to you. If this happens you must discreetly and confidentially inform a member of the Safeguarding Team immediately.