

Allegations against a member of Staff or

Volunteer

Any concerns about a member of staff, volunteer or visitor should be passed immediately to the Headteacher or Deputy Headteacher. The procedures in the Allegations against Staff document will be followed.

Staff Conduct

All staff, volunteers and visitors are required to work in a professional way with children. All staff should be aware of the dangers in:

- Working alone with child (e.g. a door should be open with a clear view in to the room maintained)
- Cultural and gender stereotyping
- Dealing with sensitive information
- Giving to and receiving gifts from children and parents
- Contacting children through private phone, text, email or social networking sites
- Disclosing personal details inappropriately
- Meeting pupils outside of school hours or school duties

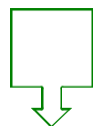
All staff must promote the school's ethos and values.

First Aid

If you need first aid during your visit to St Mark's please inform a member of staff who will be able to take you to a trained First Aider.

Visitors to the school

Visitors must report to the main office on arrival. Visitors will be asked to sign in and be given a copy of this leaflet.



Visitor has a photo ID* and a DBS*

Visitor has no photo ID or DBS



Visitor is able to have unsupervised access to the school

Visitor must be supervised by a member of staff. Visitor must be made aware.

*Valid photo ID

Driving licence or passport

NHS/LB Ealing photo ID card



ST. MARK'S
PRIMARY SCHOOL

COMMUNITY, ACHIEVEMENT, RESPECT, ENJOYMENT

St Mark's Primary School Safeguarding Leaflet 2023/2024



We hope you have an enjoyable and informative visit to St Mark's Primary School. Please read this leaflet which is intended to ensure your health and safety, as well as that of others, whilst at St Mark's Primary School.

If you have any further questions, please ask a member of staff to help you.

Volunteers / Visitors Responsibility

All those who come into contact with children through their everyday work whether paid or voluntary are responsible for their own actions and behaviour. You should avoid any contact which would lead any reasonable person to question your motivation and intention. At St Mark's Primary we all have a duty to safeguard and promote the welfare of our children.

Site Safety

Risk assessments are carried out regularly

The fire evacuation procedures are displayed around the school

There is a designated Health and Safety Governor

All members of staff are required to report concerns of health and safety to the site manager immediately

There is an accident book with evidence of action taken, any accidents are reported to the Local Authority

All members of staff are required to wear ID badges at all times

All visitors to the site are required to wear visitors badges

In the event of a critical incident, the Critical Incident Plan will be put immediately in place and you will be informed immediately as to what you will need to do.

Please note that the use of personal mobile devices is not permitted in school.

Evacuation Procedures

On hearing the fire alarm: Do not stop to take belongings – Exit the school via the nearest external door and assemble on the hard court or on the green opposite the school - Report to the Senior administrator who will have the sign in log—Do not re-enter the building until instructed to do so. In the case of a critical incident where a lock down is necessary, listen carefully to the instructions given over the intercom system.

If you are concerned about the safety of a child

The designated safeguarding lead (DSL) is Tracey Nobbs. When the DSL is absent the deputy DSLs will cover—Sophie Liardet & Kate Jones. **If during your visit to St Mark's you are concerned about a child or he/ she discloses something to you, this must be reported to one of the designated members of staff.**

The designated members of staff are responsible for offering advice and support to colleagues, passing on concerns to the relevant authorities and liaising with social workers and other agencies. From July 2015 all schools (as well as other organisations) have a duty to safeguard children from radicalisation and extremism.

The **Prevent strategy** means we have a responsibility to protect children from extremist and violent views and if you have any concerns of this nature you must report them to the DSL

Tracey Nobbs



Sophie Liardet



Kate Jones



Confidentiality

Members of staff and Governors have access to confidential information about pupils in order to carry out their role. In some circumstances the information may be highly sensitive. Confidential or personal information about a pupil or his/her family must never be disclosed to any-one other than on a need to know basis.

All pupil and staff records are kept securely.

Physical Contact

Members of staff may have to physically intervene with children. This should only be carried out where necessary to protect a child or another person from danger.

Entry and Exit to St Mark's

All visitors must use the main entrance on Green Lane to enter the site. Office staff will ask for identification.

All visitors must report to the main office, where they will be asked to sign in and given a printed ID badge to be worn at all times.

E-Safety

The school has a separate policy on E-Safety and Acceptable Use. These are published on the School website.

www.st-marks.ealing.sch.uk