

Visitor Procedures

You can park on Northumberland Avenue (on the forest side of the road) for three hours with no charge.

Alternatively, there are no parking restrictions in Brading Crescent.

All visitors must sign in at the Main Office. You may be required to produce ID. All visitors will be expected to sign in using Inventory and issued with an appropriate visitor badge 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 must sign out at the Main Office and return their visitor badge before leaving the site.

Please ensure that the external gate closes behind you when you leave.

Emergency Alarm

If you hear the fire alarm, please go to the KS2 playground by the Library Bus and follow instructions from the Fire Wardens. If you hear the lockdown alarm please remain in the room you are in with the doors and windows closed.

Mobile Phones

The use of personal phones is not permitted onsite apart from by SLT.



Safeguarding Guide for Visitors



Aldersbrook Primary School

At Aldersbrook Primary School, all staff and Governors acknowledge their duty to ensure children's wellbeing, as required by Section 175 of the Education Act 2002, and adhere to the Keeping Children Safe in Education Document (2023).

As a visitor to our school you are expected to share this common commitment .

If you are unclear about anything please speak to Rose McDermott (the Designated Safeguarding Lead) or one of the Safeguarding team below.

If you have concerns about the safety of any child in our school, you must report this to either Rose McDermott or Julie Crouch (the Headteacher) or a member of the Safeguarding Team.

Remember....if in doubt....ask.

ALDERSBROOK SAFEGUARDING TEAM



Mrs R McDermott -
Designated
Safeguarding Lead



Ms J Crouch -
Deputy
Safeguarding Lead



Mr S Hussain -
Safeguarding
Team



Mrs J Blake -
Safeguarding
Team



Miss B Newman -
Safeguarding
Team



Dean Gibson -
Safeguarding
Team

Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background, ability of disability.

A copy of the schools Safeguarding Policy, Child Protection Policy and Whistle Blowing Policy is located on our website.

Types of harm

We all have a responsibility to keep children (under the age of 18) safe, both at home and in school. Harm is identified in four ways:

Physical - when a child is deliberately hurt or injured.

Sexual - when a child is influenced or forced to take part in a sexual activity. This can be a physical activity of non-physical, e.g. being made to look at an inappropriate image.

Emotional - when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence.

Neglect - when a child is not being taken care of by their parents/ guardians. This can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left home alone.

Staff Conduct If you are concerned about the conduct of a member of staff the following actions must be taken:

- Immediately inform the DSL or HT.
- In their absence, immediately inform a member of the SLT.
- If you have concerns about the conduct of staff, it is your responsibility to inform the Headteacher.

If a child makes a disclosure to you

If a child discloses a safeguarding issue to you, you should:

- Listen to and believe them. Allow them time to talk freely and do not ask leading questions
- Stay calm and do not show that you are shocked or upset
- Tell the child they have done the right thing in telling you. Do not tell them they should have told you sooner
- Explain what will happen next and that you will have to pass this information on. Do not promise to keep it a secret
- Write up your conversation as soon as possible in the child's own words. Stick to the facts, and do not put your own judgement on it
- Sign and date the write-up and pass it on to the DSL. Alternatively, if appropriate, make a referral to children's social care and/or the police directly (see 7.1), and tell the DSL as soon as possible that you have done so. Aside from these people, do not disclose the information to anyone else unless told to do so by a relevant authority involved in the safeguarding process

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.

Remember...if in doubt...ASK and TELL the Designated Safeguarding Lead.