



Cardinal Pole Catholic School Safeguarding Information for Visitors and Volunteers

The Cardinal Pole Safeguarding Team



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*Designated Safeguarding
Lead*



Peter McEvoy
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Deputy Safeguarding Lead*



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**Chantay
Okunowo-Adedji**
*Deputy Designated
Safeguarding Lead*

Welcome to Cardinal Pole Catholic School. We hope you enjoy your visit with us today!

Here at Cardinal Pole Catholic School we take our safeguarding responsibilities very seriously. Whether you are a visitor or a volunteer it is the responsibility of everyone working with children to report any concerns immediately.

Should you have any concerns about a child or adult during your visit – no matter how small – please ask to speak to a member of the Safeguarding Team above.

In order to ensure your visit with us runs as smoothly as possible we ask that you ensure you do the following:

- ✓ Make sure you have signed in on Inventory and that you have signed to confirm that you have read these procedures
- ✓ You must wear your badge or lanyard **at all times** while on the premises
- ✓ Only use the designated visitor entrance located in reception
- ✓ The person you are visiting will collect you from reception and escort you back at the end of your visit. The office staff are not allowed to carry out this function

- ✓ If you have not had a DBS check, you **must** be escorted at all times while on site
- ✓ Keep your mobile phone out of sight at all times unless you are in an office space
- ✓ Do not take pictures, videos or sound recordings of any pupils unless you have written permission from the school
- ✓ If you are working with, or meeting with, a child please ensure a staff member knows where you are
- ✓ Contractors must report to the school's premises team who will coordinate and supervise their visit
- ✓ If a child discloses something to you that causes you to become concerned about them, please report to a member of the Safeguarding Team above immediately
- ✓ Our practice in school is to take a 'hands off' approach with all children. This is to safeguard both you and the pupils
- ✓ If you witness any concerning behaviour from a pupil or adult while on the premises, please report to a member of the Safeguarding Team above or any member of staff

Emergency Evacuation

If the unlikely event of the fire alarm sounding during your visit, please leave the building by the nearest fire exit and proceed to the Fire Assembly Point which is located in the main playground at the rear of the building. Please make sure you have signed in with the office team. Do not –re-enter the building until the all-clear is given.

Zero Tolerance

We ask that all staff members and pupils are treated with courtesy and respect and guarantee that you can expect the same from every member of staff at Cardinal Pole Catholic School. Aggressive behaviour of any kind will not be tolerated and may result in removal from the school building and, in extreme cases, the police being called.

First Aid Procedures

If a pupil, staff member or visitor is injured or becomes unwell while on site, please contact the main office and ask for a first-aider. The office reception number is 2100.

Toilets

Under no circumstances are the pupils' toilets to be used. Please use the disabled toilets only.

Personal Belongings

Please keep your personal belongings with you at all times while on the premises as we are unable to accept responsibility for any loss or damage, should it occur.

If you have any questions about any of the above please speak to the member of staff you are visiting or to the office team.