

It is everyone's responsibility to ensure that our children stay safe. Each person who works in school, or visits, shares that responsibility.

This leaflet has been given to you to make sure you understand what is expected of you as a visitor. Please do not hesitate to talk to any member of staff if you are unclear about anything you read.

If you have concerns about the safety of any young person in our school, you must report this to the Designated Safeguarding Lead—Ruth Jones (or a Deputy DSL in her absence).



For more information about our safeguarding procedures, please look on the safeguarding page of our website.

www.waterlooprimaryschool.co.uk



Here to listen, help and keep you safe

DSL & Prevent Lead



Mrs Jones (AHT)



Remember your helping hands

Governor



Miss Young

Deputy DSLs



Miss Wilson
(Acting DHT & CLA Lead)



Mr Otten
(E Safety)



Mrs Maciver
(Acting Head)



Mrs Escott-Shaw
(Unit Manager)



Mrs Evison
(EHPAW)



Miss Wainwright
(EYFS Manager)



Mrs Kenyon
(Acting AHT)

Waterloo Primary School
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Tel: 0151 928 4274

www.waterlooprimaryschool.co.uk



Safeguarding Advice for Visitors

At Waterloo Primary School we:

Listen and welcome the opinions of others
Value everyone and everything
Care for others and our world and help everybody stay safe
Try our best in all things and never give up
Encourage each other as we learn together
Respect everybody and everything
Forgive each other

Arrival

On arrival in school you will be asked to sign in and present ID. If you will be working without a member of staff

present (for example agency workers) you will be asked to provide a DBS. Please do not be offended, this is in the interest of protecting our young people.

You will also be asked to wear a visitor's badge & lanyard whilst in school.

If you do not have a DBS you will be asked to wear a yellow lanyard and visitor badge which identifies you as not being

able to be left unsupervised with pupils.



DBS staff



DBS visitor



No DBS (must be supervised)

In Case of Fire

In the unlikely event of the fire alarm sounding, please evacuate the school and proceed to the assembly point at the side of the building on the playground near the car park.

Please exit by the nearest doors as directed by a member of school staff.

In Case of Lockdown

Procedures are found on an A4 poster inside the door to each room.

These will be discussed as part of induction, but you should also familiarise yourself with the poster on entry to the environment in which you are working.

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

If, whilst working with a child, you become concerned for any reason e.g.

- Comment made by a child
- Marks or bruises
- Changes in behaviour and demeanour

Please report your concerns to one of the designated leads. The office staff will help you in finding them.

What should I do if a child makes a disclosure?

- Record details as soon as possible, recording exact words and phrases used by the child.
- Pass your report to the safeguarding lead who will discuss the disclosure with you and deal with it in the appropriate way.

- Please sign and date all forms.

What should I do if the allegation is against a member of staff?

You should report the allegation to the headteacher- Sarah Maciver



What should I do if the allegation is about the Headteacher?

Alert the Safeguarding Lead who will signpost you to the Chair of Governors

How do I ensure my behaviour is always appropriate?

Appropriate relationships with children are based on mutual trust and respect.

Please do not photograph children, exchange emails or text messages or give out your own personal details.

Please make sure you only use a mobile phone in the office areas or staff room. Use of a phone when children are in the vicinity is prohibited.