

What must I do?

1. Share your concerns verbally with the DSL or the DDSL.
2. Make a written record (using the students' own words), sign and date it.
3. Pass the written record to the DSL/DDSL without delay and before you leave the site!

What should I do if the alleged abuser is a member of staff working with children?

If your concern is about a staff member, volunteer or contractor you must report this to the Headteacher (Mrs Sarah Prior) or the DDSL team or Mrs Lizzie Marchant. A low level concerns form is available on the display board in the entrance. If your concern is about the Headteacher, you should report this to the Chair of governors Verity Threlfell. Contact details can be obtained from reception. The Local Authority Designated Officer (LADO) will then be contacted on **01296 382070** about the concern.

How do I ensure my behaviour is always appropriate?

The DfE produced a document entitled "Keeping children safe in education" This can be found on the following website:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Phone use

We respectfully ask that you do not use your phone, during your time in the school buildings or around the site.

Permissions for photographs

Under no circumstances should you take photographs of our pupils, whilst at our school. Should your visit require photographs to be taken, please ensure no pupils are in these images.

*School appointed photographers will have express parental permission for images to be taken.

Information and contacts

Whaddon C of E School has: Safeguarding, Child Protection, Code of Conduct and Acceptable Use policies. Copies are available from:

<http://www.whaddon.bucks.sch.uk>

In line with these policies, regardless of the source of harm, you MUST report your concern.

Headteacher

Mrs Sarah Prior

Designated Safeguarding Lead (DSL)

Mrs Sarah Prior

Deputy Designated Safeguarding Leads (DDSL)

Mrs Lizzie Marchant

If, during your time with us, you notice anything that could pose a hazard or experience a near miss, please report this to the front office where it will be noted and raised with the premises team at the local authority.

Whaddon C of E School

Stock Lane, Whaddon, Milton Keynes, MK170LS
01908 501719

If you are unclear about any of the content in this leaflet, then please seek advice from the Designated Safeguarding Lead (DSL). Please keep this leaflet in a safe place.

Updated: Sept 2025



Welcome to Whaddon C of E School

This is an outline of key safeguarding and safety information for staff, visitors, volunteers and contractors.

Our school has a duty to consider, at all times, the best interests of the pupils and take action to enable all pupils to achieve the best outcomes.

Safeguarding and promoting the welfare of children is *everyone's responsibility*. Everyone has a role to play in identifying concerns, sharing information and taking prompt action.

On arrival/departure

- Our reception is located at the front of the school site and is signposted from the entrance gate.
- On arrival, you will be welcomed and asked to sign the visitors' book. You will be given a visitors' lanyard. Red= no DBS, green = DBS checked visitors. Black = Governors. Yellow= DSL. You will be advised who the DSL is and directed to the low-level concerns form, on the notice board.
- When your visit has concluded, you will need to sign out and return your visitors' badge to the office.

Fire Safety

On discovering a fire:

- Sound the fire alarm by breaking the glass at the call point, these are situated around the site.
- Evacuate the building from the nearest available exit and go to the muster point on at the top of the field, near forest school.
- Report to the fire warden. **They will be wearing a high visibility jacket.**

On hearing the fire alarm

- When the fire alarm sounds, evacuate the building immediately via the nearest fire exit ensuring all doors are closed behind you.
- Do not run or panic!
- Go to the muster point at the top of the field.
- Report to the fire warden (They will wear a **high visibility jacket**) to be checked against the visitors' book.
- Do not return to the building until you are instructed that you may do so.

Visitors with special needs

If you have any special needs, that you feel may require assistance, during any evacuation of buildings, please advise reception staff on signing the visitors' book, so that arrangements can be made to assist your evacuation.

Smoking

Whaddon C of E School operates a strict **no smoking** policy at all times. It is against the law to smoke **anywhere** on the school premises, This includes e cigarettes and vapes. Anyone smoking, will be asked to leave the site- immediately.

Security

Please keep personal belongings in the Headteacher's office, whilst touring the school. Also keep personal belongings and paperwork secure, whilst it is unsupervised.

Visitors should not leave valuables in their car. Vehicles and their contents are parked at owner's risk and the school accepts no liability for any loss or damage to the vehicle or contents or persons, however caused.

Child Protection/Safeguarding

No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

Safeguarding and promoting the welfare of children is defined as:

- Providing help and support to meet the needs of children as soon as problems emerge.
- Protecting children from maltreatment, whether that is within or outside the home, including online.
- Preventing the impairment of children's mental and physical health or development.
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective caretaking action to enable all children to have the best outcomes.

Everyone is responsible for safeguarding children and young people.

When and what might I be concerned about?

If you are concerned that a child is being neglected, subjected to radicalisation or experiencing physical, emotional or sexual harm, then it is vital this information is passed on via the correct channels to the DSL/DDSL **immediately**. Our DSL is Mrs Sarah Prior. Our Deputy DSL is Mrs Lizzie Marchant. Both wear yellow lanyards.

Please speak to the DSL/DDSL if you notice any signs of physical abuse, notice changes in the child's behaviour or presentation, any signs of emotional distress or if a disclosure of a harmful experience is made.

Remember... if in doubt, always speak to the DSL.

Harm to a child can be caused by:

- A parent/carer
- A family member/friend
- Another child (in person or online)
- A stranger
- A member of staff/volunteer

What should I do if a child discloses that they are being harmed or are at risk of being harmed?

1. **Confidentiality** - **Do not** promise to keep secrets.
2. **Listen** – Listen carefully DO NOT INTERRUPT.
3. **Reassure** the student that it is not their fault, say it was the right thing to tell.
4. **Be calm**, attentive and non-judgemental
5. Ask non leading questions, e.g. (who, what when, and how) to clarify. Tell, Explain, Describe
6. Report to the DSL/DDSL **immediately**.

