

Domestic Abuse—0808 2000 247 (Women)

Domestic Abuse - 0808 801 0327 (Men)

Checs—0300 123 5012 (Option 3)

NSPCC—0808 800 5000

ChildLine—0800 1111

Samaritans—116 123



Rode Heath Primary School
Heath Avenue
Cheshire
ST7 3RY

Phone: 01270 314414
E-mail: admin@rodeheath.cheshire.co.uk



SAFEGUARDING for visitors

Designated Safeguarding Lead

Miss Michelle Moss

Assistant Head teacher



Deputy Safeguarding Lead

Mr. John Frankland

Head teacher



Miss Claire Jackson / Miss Liz Hawks



Safeguarding Our Pupils

Here at Rode Heath Primary School, we take safeguarding very seriously. As a visitor to our school, we welcome you and ask you to follow our safeguarding procedures.

Signing In

On entering the school, you will have been signed in and given a visitor's lanyard. Please wear this at all times on the premises. Our pupils will then know that you are allowed into our school and that it is safe to talk to you.

In most instances you will be supervised during your visit. Please ensure that you are not left alone with a child. This is as much to protect you as to protect our pupils.

Mobile Phones / Cameras

We ask that mobile phones are turned off on entering the school and that no photographs are taken during your visit.

Should you be class based or working closely with our pupils, we insist that mobile phones are put away into a locker or given to our admin team on your arrival.

Disclosures

If a pupil tells you something that raises a safeguarding concern, please do tell them that you will have to pass this information on and don't ask them leading questions.

Report the disclosure immediately to any member of our safeguarding team.

Miss Michelle Moss, Mr. John Frankland,

Miss Claire Jackson and Miss Liz Hawks.

Please ask for one of the team at the office.

Reporting a concern

The well-being of our pupils is of utmost importance to us at Rode Heath. If you have seen or heard anything that causes you concern during your visit, please ask to speak to Miss Michelle Moss (Designated Safeguarding Lead) or Mr. John Frankland (Deputy Safeguarding Lead). Please ensure you do this before you leave our building.

Concern about an adult

If you have any concerns whatsoever about an adult then you need to raise these concerns verbally or in writing to the head teacher, John Frankland. If you feel that your concerns are not being dealt with appropriately then you should raise your concerns with the School's Chair of Governors, Mr. Mark Harris.

Additional Guidance

Do not initiate verbal or physical contact with pupils unless it is appropriate and part of the agreed reason for your visit.

Do not give any personal information to pupils, such as your mobile phone number or address, social media ID or email.

Fire

Should the fire alarm go off, you will hear a continuous bell. Please exit the building using the nearest fire exit and make your way to the fire assembly point, following an adult. Outside the main office is the fire assembly point for visitors. Please report to a member of our admin team and await for further instructions. Do not re-enter the building.

Signing Out

Please sign out and return your lanyard and locker key (where applicable) to the main reception at the end of your visit.

Finally...

We very much hope that you will enjoy your time with us at Rode Heath. Thank you for helping to keep all of our pupils safe.



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