



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.

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

Contacts

Headteacher

Ms Hannah Melarangi

**Deputy Headteacher
Designated Safeguarding Lead**
Mrs Vanessa Edwards

Deputy Safeguarding Lead
Miss Jennifer Ord

**Governor with Safeguarding
Responsibility**
Mr John Stockton

Chair of Governors
Mr Steven Mowat

Castle View Primary and Nursery School

Meadway
Halton Brook
Runcorn
Cheshire
WA7 2DZ
Tel 01928 563970



**Where high standards
are expected,
practised and
achieved.**

**Safeguarding Advice
for Visitors**



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 (e.g agency workers) you will be asked to provide a DBS and a letter from your employing organisation to say all the necessary safeguarding checks are in place. Please do not be offended, this is in the interest of protecting our young people as well as yourself.

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

In Case of Fire

In the unlikely event of the fire alarm sounding, please evacuate the school at the nearest exit and proceed to the assembly point at the rear of the playground.

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

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 worries you
 - Marks or bruises
- Changes in behavior and demeanour

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

What should I do if a child discloses he/she is being harmed?

- Record details as soon as possible, recording exact words and phrases used by the child. Forms for this purpose are pinned on the staffroom noticeboard or available from the safeguarding lead.
- This form must then be given 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. As detailed on the back of this leaflet.

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

You should report the allegation to the Chair of Governors as detailed on the back of this leaflet.

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. Use of a phone when children are in the vicinity is prohibited.