



Excellence, Resilience, Inclusion

Connaught School for Girls

Safeguarding

2022/23

Information for Visitors and Temporary Staff

Signing In

All temporary staff and visitors are required to show photographic identification on arrival and to sign in when entering the school.

DBS is also requested to be seen. If this is seen, a yellow lanyard is provided. If DSA is not seen, a red lanyard is provided and temporary staff and visitors are not to be left unsupervised when in the school building. Staff have been instructed to question people without a lanyard or with a red lanyard that is unsupervised and will escort them back to the school office.

Please remember to sign out at the office at the end of the school day.

What is Safeguarding?

Children should be free from harm and danger. It is everyone's responsibility to ensure that they are safe. Safeguarding means protecting children from harm and acting on concerns for a child's safety and wellbeing. This includes physical, sexual, emotional, online abuse and neglect.

The school adheres to Government Guidance 'Keeping Children Safe in Education' (2022) and 'Working Together to Safeguard Children' (2022). The school has procedures in place and a policy that all staff, visitors and volunteers must work to. The school Safeguarding Policy can be found on the school website or can be requested from the school office.

Our Safeguarding Team

These members of staff are responsible for all aspects of safeguarding in our school:

Ms Rachel Hickers - Assistant Headteacher/Designated Safeguarding Lead
Mr Alex Silk - Deputy headteacher/Deputy Designated Safeguarding Lead (online safety)
Ms Linsey Hands - Headteacher/Deputy Designated Safeguarding Leader
Mr Khurram Hussain - Named Governor for Safeguarding

What do I do if I have a concern about a child?

- Report your concern to the DSL (Rachel Hickers) by filling out a Safeguarding Concern form (available from the office)
If the concern requires immediate attention please contact Rachel Hickers in the first instance. If Rachel Hickers is unavailable please report to Alex Silk. Staff can be contacted directly or via the school office
- The DSL will make decisions on which action to take next, which may involve contacting other agencies such as Children's Services and the parent
- Action will be recorded on our school safeguarding system and verbal feedback will be given to the person who raised the concern

In extenuating circumstances it may be necessary for you to make a referral yourself to Children's Services.

Please contact the MASH Team on 0208 496 2310

If you are asked to complete a MASH Referral form please visit

<https://www.walthamforest.gov.uk/families-young-people-and-children/child-protection/multi-agency-safeguarding-hub-mash>

Please then inform Rachel Hickeys that you have made this referral.

In an emergency outside normal office hours please contact the Police (999)

What do I do if I have a concern about an adult in school?

- Please report your concern to the Headteacher, Ms Hands
- If the concern is about the Headteacher, please report to the Chair of Governors who will liaise with the Designated Officer in the Local Authority (LADO)

Staff Conduct

- All staff are expected to be professional at all times when working within our school and to dress appropriately
- All staff are required to adhere to our school policies and procedures
- Please ensure your mobile phone is switched off and out of sight
- Under no circumstances should mobile phones be used during teaching sessions or while in the company of students in any way
- All staff are required to adhere to our ICT Acceptable Use Policy

Fire and Emergency Procedures

Fire Alarms

When the fire alarm sounds everyone should make their way to the muster points on the school playground.

- Teachers must evacuate their classes (follow direction signs above classroom door to designated exit). Students line up in their form groups.
- At breaktimes and after school students must make their way to the muster point and line up in their form and the roll will be called
- Visitors must report to the School Business Manager at the muster point

All visitors and temporary staff should make note of the Fire Exit for the area you are working in.

- Anyone discovering a fire should sound the alarm
- Normally a member of the Admin Team will telephone the emergency. However, any member of staff can dial 999 to avoid delay but they must inform the Admin Team immediately

When the fire alarm sounds everyone should evacuate the building, closing all doors behind them. Leave any personal belongings. Please do not return for any reason.

Thank you for visiting Connaught School for Girls

