

Keeping children safe is everyone's responsibility



What to do if you are concerned about a child?

The Abbey Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, visitors and volunteers to share this commitment.

You will not be expected to make decisions about what to do if a child is at risk or is suffering harm. However, in exercising your duty of care, it is your responsibility to pass on your concerns to a member of our safeguarding team.

If you have any concerns regarding a member of staff, please speak to the Headteacher. If you have a concern about the Headteacher, then you should address this concern, via the school office, to the CEO of InMAT, Helen Williams.

If you feel unable to report the matter within school, advice should be sought from the MASH (Multi Agency Safeguarding Hub) Telephone: **0300 126 7000**.

Our Safeguarding Team



Emma Killick
Headteacher
Designated
Safeguarding Lead



Lucy Kelsall
Deputy Headteacher
Deputy Designated
Safeguarding Lead



Andrea Munns
Family Support Worker
Deputy Designated
Safeguarding Lead



Ruth Benjamin
Assistant Headteacher
Deputy Designated
Safeguarding Lead

Welcome to The Abbey Primary School



Visitor and Safeguarding Information

What do we expect of visitors to our school?

When you visit The Abbey Primary School, there are some guidelines we would like you to follow:

- **Firstly, please wear your lanyard at all times so that we know you have signed in and you are authorised to be in school.**
- **If you are a regular visitor and have a DBS certificate, then we will need to see this for our Single Central Record.**
- **Please do not use your mobile phone whilst in school for any reason—the school landline is available to use.**
- **If you see anything at all relating to the Safeguarding of children that concerns you, please ensure that you speak to the DSLs. You can find their information in this leaflet.**

At The Abbey, we pride ourselves on our Safeguarding practices. You can help us to maintain this excellent practice and keep all our children safe.



Staying Safe

Visitor Sign-In

Please sign in on arrival and collect a visitor lanyard and a sticker. Please wear these at all times to avoid being challenged by staff or students. On departure, please sign out and return your lanyard.

Mobile Phones

We do not allow staff and visitors to use their own personal devices in school. Visitors, please make sure you either keep personal phones in your bag or hand them into the school office while you are on site.

Digital Safety

Our school's devices and network are continually monitored. Online content is also filtered on our school devices by Securly.

First Aid

Should you have an accident or feel unwell during your visit, please report to the main school office. An accident form may need to be completed. We have a number of first aiders on site to assist with accidents.



Fire Safety

If you hear a loud repeating alarm, please make your way to the nearest meeting point indicated on the Fire Evacuation Plan (located in all rooms.) A register will be taken outside. If you come across a fire, please alert others by hitting a break glass point to activate the alarm.

Lockdown

In the unlikely event of a lockdown occurring, please remain in the school building, following the instructions from the nearest staff member you are near. Doors will be locked.

Health and Safety

A copy of the school's policy on health and safety is available on request. A site supervisor is always on site during school opening hours (8am - 6pm) and can be contacted through the main office.

Educational Visits

Should you need to see any specific risk assessments, or ask question about a visit, please see the school office.