

We are committed to safeguarding and promoting the welfare of children. As such we expect staff, volunteers and visitors to share this commitment.

If you feel that a child may be at risk of harm but are not sure then please inform one of the Senior Leaders immediately. They will offer advice and take appropriate action.

A copy of our Safeguarding and Child Protection Policy is displayed in the Staff Room.

PLEASE DO NOT -

- Decide to do nothing
- Leave the premises without telling anyone.

Always share your concerns with school staff, no matter how small they may appear.



**Designated
Safeguarding Leads -**

Mrs Alison Baron

Headteacher

Mrs Lynda Adams

Deputy Headteacher



**BLACKSHAW
PRIMARY
SCHOOL**

Safeguarding Guide for
School Visitors and
Volunteers

Keeping Ourselves Safe

- All visitors must sign in at Reception on arrival
- Visitors will be issued with a badge that must be worn and visible at all times
- Visitors are asked to read this leaflet in full on arrival on their first visit
- Visitors should remain in Reception until under the supervision of a designated member of staff
- Mobile phones are not to be used on the school site
- Photographs are not to be taken unless by prior agreement
- Be a good role model to our pupils by being respectful, fair and considerate of others. Remember children may interpret your words/ actions differently
- Report to staff any unacceptable behaviour

- Do not play physical games or make inappropriate comments or banter
- When working with pupil/s ensure that you are visible to others
- Treat all children equally, never build a special relationship/ favor a particular child above others.
- All visitors must sign out at Reception

Our regular volunteers, staff and governors have a valid DBS check and wear an identity badge



Staff Conduct

If you are concerned about the conduct of a member of staff, following an observation or disclosure, you must report it immediately to the Headteacher or a member of the SLT.

Fire/Emergency Procedures

- Any person discovering a fire must operate the nearest fire alarm.

On hearing the fire signal a continuous bell -

- When in class the order to evacuate will be given by the teacher who will indicate the route to be followed
- When not in class please leave the building by the nearest exit and assemble if appropriate on the playground

Contact Us

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Bolton
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01204 333505
www.blackshawcpschool.co.uk