



# St Martin de Porres Catholic Primary School

## Child Protection & Safeguarding Procedures for Visitors

**All** staff, volunteers and visitors have a responsibility to take prompt action if they are concerned about the safety or welfare of a child. If a child is suffering or likely to suffer harm action must be taken immediately. All concerns about the safety and welfare of a child must be taken seriously.

**If a visitor has any concerns regarding the safety or welfare of a child they must speak to the school's Designated Safeguarding Lead or the person who acts in their absence. This includes non-urgent or low level concerns.**

**All** concerns about a child should initiate some form of action.

### **Who to contact:**

#### **Designated Safeguarding Lead**

Mrs Michelle Button, Assistant Headteacher

#### **Staff who act in the absence of the Designated Safeguarding Lead**

Miss Letitia Williams, Family Worker / Mrs Annette Barnaville, Deputy Headteacher / Mrs Hayley Gallagher, Deputy Headteacher

#### **Governor responsible for safeguarding children**

Mrs Jane Crow

#### External

Multi-Agency Safeguarding Hub (MASH) - Luton

01582 547653

Central Bedfordshire Access and Referral Hub – Central Beds

0300 3008585

Emergency Duty Team (out of hours)

0300 3008123

LADO

01582 548069

## Safeguarding Reminders

To ensure the safety of our children in school please ensure the following:



Visitor badges should be worn at all times.



St Martin's is a no phone or mobile device zone. Please keep all such devices in your pocket/bag, switched off or on "silent". Please do not use your mobile phone or any other device to record sound or vision whilst on site without prior permission from the Headteacher.



Only school cameras should be used for use in school or on trips – please ask the ICT Coordinator if you need a camera.



You are welcome to use the staff toilets – please ask a member of staff where you can find these.



If you hear the fire alarm sounding (one continuous tone) please make your way out of the building, following the green fire exit signs, to the fire assembly point.

No adult should be left alone with one child.

If you have any questions please ask a member of staff who will be happy to help you.