



Building each other up – with God as our firm foundation

Welcome to St Paul's C of E School.

Please take a moment to read the following important information regarding **Safeguarding** and **Health and Safety** while visiting our school.

Please ensure you have reported to the school office, signed in and taken a visitor's badge/lanyard. Staff may ask to view your badge during your visit.

Thank you.



### Health & Safety

Your safety and wellbeing during your visit are important to us. As a visitor you have a legal duty of care for the Health and Safety of yourself and others. If you have any Health and Safety concerns, please notify the office.

### First Aid

If someone is in need of medical attention please notify a member of staff who will call for one of our Qualified First Aiders.

If you need the toilet during your visit, please ask a member of staff who will direct you.

### Fire Procedures

In the event of finding a fire, please raise the alarm immediately. When the alarm sounds, please exit the building via the safest route possible and assemble on KS2 playground. **Do not re-enter the building until notified it is safe to do so. All individuals must remain on site until evacuation checks have been completed.**

If you require assistance in an emergency, please notify a member of staff when signing in.

### Use of Mobile Phones and Cameras

Staff, visitors and students are not permitted to use their own mobile phones or cameras on the school site. If you need to make a call or send a message, please use the staffroom or office.



### Smoking/vaping are not permitted in any area of the school building or grounds.



### DBS

All staff, including supply staff, students and volunteers are required to have a Disclosure and Barring Service (**DBS**) check completed. Contractors should be prepared to show a copy of their DBS / ID card to verify their identity on arrival.

### Contact with Children

All those who come into contact with the children within school are responsible for their actions and behaviour. Please behave in a responsible manner that upholds our Christian Values at all times.

### Visitor Badges

Please ensure that your visitor badge/lanyard is clearly visible at all times.

### Signing out

Please ensure that you sign-out before leaving the school site.

### Online Safety

In the interests of Online Safety, we monitor use of the internet by all staff, pupils and visitors. Please ask to see our Online Safety Policy should you require more details. If you have any concerns regarding E-safety during your visit, please report them to Mrs J. Ferretti, our Online Safety Leader immediately.

### Key Contacts:

**Mrs J Ferretti – Headteacher (DSL)**

**Mr L Davis-Powell – Deputy Head (DDSL)**

**Mrs L Evans – SENCo**

**Mr J Gill - Chair of Governors**

(contact details available via the office.)

### Safeguarding children

At St Paul's, Safeguarding is of upmost importance and at the heart of all we do.

**Keeping our children safe is everybody's responsibility.**

If you have any concerns that a child has been harmed, is at risk of harm or if a child has made a disclosure, please pass these concerns on immediately to one of our **Safeguarding Team**

**Members of the public can report a concern by contacting;**

**Wolverhampton Safeguarding Children & Young People:**

<https://www.wolverhamptionsafeguarding.org.uk/report-a-concern>

**01902 555392** Out of hours: **552999**

**If a child is in immediate danger of serious harm or has been left alone dial 999** and let the operator know that it is a possible child protection issue.



**Staffordshire First Response:** 0800 1313126

[www.staffordshire.gov.uk/Care-for-children-and-families/childprotection/First-Response.aspx](http://www.staffordshire.gov.uk/Care-for-children-and-families/childprotection/First-Response.aspx)

Out of hours: 0345 6042886

Any allegations or concerns about the Headteacher should be reported to the Chair of Governors.


## St Paul's C of E Primary School









# Keeping You Safe

### **SAFEGUARDING IS EVERYONE'S RESPONSIBILITY**

- **Do you have concerns?**
- **Has someone made a disclosure?**
- **Who can you talk to?**



**At St Paul's the safety of our children is of upmost importance. It is everyone's responsibility to safeguard our children but speak to one of the people below if you are worried.**

Mrs J Ferretti Headteacher Designated Safeguarding Lead		Mr L Davis-Powell Deputy Headteacher Deputy Designated Safeguarding Lead	
Mrs S Lalli Deputy Designated Safeguarding Lead		Mrs J Ferretti Headteacher Online Safety Leader	
Mrs L Clarke Safeguarding Governor		 <p><b>Protect and safeguard the welfare of all our children.</b></p> 