



It is everyone's responsibility to ensure that our children stay safe. Each person who works or visits Mortimer Primary has a share in that responsibility too.

This leaflet has been given to you to make sure you understand what is expected of you as a visitor. Please do not hesitate to talk to any member of staff if you are unclear about anything you read.

If you have concerns about the safety of any young person in our school, you must report this to the Designated Safeguarding Lead. If they are not available, we also have two deputy safeguarding leads.

**For more information about our safeguarding procedures, please look at our safeguarding policy online at:**  
**[www.mortimerprimary.co.uk](http://www.mortimerprimary.co.uk)**

## Contacts

**Headteacher**  
Mr P. J. Bennett

**Designated Safeguarding Lead**  
Mrs M. Peacock

**Deputy Safeguarding Leads**  
Mr. P. J. Bennett  
Mrs Z. Silvanus

**Governors with Safeguarding Responsibility**  
Mr K James  
Mr C Warnock

## **Mortimer Primary School**

Mortimer Road  
South Shields  
Tyne and Wear  
NE34 0RW  
Tel 0191 455 4504  
Email  
[office@mortimerprimary.co.uk](mailto:office@mortimerprimary.co.uk)

## Safeguarding Advice for Visitors



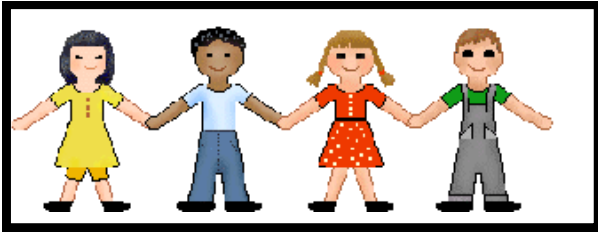
### Our Mortimer Ethos:

Do your best and work with all your effort, as doing your best is more important than being the best.

Do something kind every day, as kind people are the best kind of people.

Be polite and always use your manners. Please and thank you are magic words.

We are all different—Differences made us unique.



On arrival in school you will be asked to sign in and present your ID. If you will be working without a member of staff present you will be asked to provide a DBS and a letter from your employing organisation to say all the necessary safeguarding checks are in place. Please do not be offended, this is in the interest of protecting our young people.

You will also be asked to wear a visitor's badge whilst in school. **If you require access to our WIFI, you will be asked to sign our acceptable user policy before given access.**

### **In Case of Fire**

In the unlikely event of the fire alarm sounding, please evacuate the school and proceed to the assembly point at the rear of the KS1 or KS2 yard.

Please exit by the nearest doors as directed by a member of school staff.

### **What should I do if I am worried about a child?**

If, whilst working with a child, you become concerned for any reason e.g.:

- Comment made by a child
- Marks or bruises
- Changes in behavior and demeanour

Please report your concerns to one of the designated safeguarding leads. The office staff will help you in finding them.

### **What should I do if a child makes a disclosure?**

- Record details as soon as possible, recording exact words and phrases used by the child. Do not make any promises to the child with regards to confidentiality.
- Immediately seek a member of the safeguarding team who will discuss the disclosure with you and deal with it in the appropriate way.
- Please sign and date all forms.

### **How do I ensure my behaviour is always appropriate?**

Appropriate relationships with children are based on mutual trust and respect.

Please do not photograph children, exchange emails or text messages or give out any of your own personal details.

Use of a mobile phone is not allowed in the vicinity of our children.

### **What behaviour should I expect from the children?**

At Mortimer Primary School one of our core values is RESPECT, not only for all adults within our school but for each other too.

We also encourage our children to try their best in all that they do and remember their manners at all times.

Movement around school should be in a sensible, quiet and courteous manner.

House points can be awarded for academic achievement as well as personal conduct. Please ask a colleague for more information if you are unsure of how many house points to award.