



Child protection – how do I keep myself safe when working on Portway Primary School's premises?

As adults working with children (or working on a school site, even if the role does not entail direct contact with children), it is important to bear the following in mind, to ensure that all adults are clear regarding the nature of their roles:

- Ensure that you are always professional in all you do and say whilst at school (remember that a child's interpretation of what is said may differ from an adult's);
- Avoid physical contact with a child unless you are preventing them from immediately harming themselves or others;
- If you do find yourself alone with a child, always ensure that the door is left open and that you and the child can both be easily seen;
- Don't do anything for a child that he/she could conceivably do by him/herself;
- Don't use a mobile phone in a teaching space;
- Inform a member of SLT if a child touches or speaks to you inappropriately, or in a manner that you feel is unacceptable (as above, you will be asked to give a short verbal or written statement);
- Do not accept any personal information from a child, or provide a child with your personal information: if such a situation occurs, ask to see the DSL.
- Ensure that you do not have any contact with children outside the school premises, as this may be considered inappropriate, regardless of your intention; and
- As above, if you have any concerns whatsoever, ask to see the DSL.



Welcome to Portway Primary School

We hope that you have an enjoyable and productive visit at Portway Primary School.

Please ensure that you clearly display the lanyard that you have been given by the school office on signing in at all times, and kindly refrain from using your mobile phone in any teaching space.

On departure from school, it is your responsibility to return the lanyard and your visitor's pass to the school office.

We ask that you read the information provided in this leaflet.

Thank you and we hope to welcome you back to our schools again soon.

Health and safety at Portway Primary School

Your safety as a visitor to our school is very important to us.

- As a visitor to our trust, you have a legal responsibility for your safety, and for the safety of others.

- In an emergency, an alarm will sound. Please follow staff instructions at all times, making your way to the nearest exit and to the assembly point in the main school playground.
- In the unlikely event of an accident, or a 'near-miss', please report the incident to the school office, where it be recorded in the Accident Book. There are a large number of trained first aiders at school.
- Please be aware that Portway Primary School is a smoking-free zone. There are no designated smoking areas.

Our commitment to safeguarding children at Portway Primary School

At Portway, we believe that the welfare of every child is of paramount importance. Our schools have a well-established ethos where pupils feel secure, are encouraged to talk, are listened to and are safe – and, as adults on school premises, it is important that all visitors understand and support this ethos.

The guidance below is designed to ensure that visitors are clear about their roles and responsibilities towards children when on school premises.

Child protection – what if I am worried about a child?

As stated above, anyone working in a school environment, in any capacity, has a duty of care towards the children who attend the school. At Portway Primary School, we expect all visitors to understand and support this commitment. In the event that you do have any concerns about a child's safety during the course of your visit, or are approached by a child who discloses information to you, you should:

- Inform the Designated Safeguarding Lead (DSL), Andrew Sellers immediately. In the absence of the Designated Safeguarding Lead, you should inform a member of the Safeguarding Team, or a member of the Senior Leadership Team.

Staff at the school office will be able to direct you to the members of the respective teams; remember that your concern should not be shared with office staff.

- The DSL will ask you to provide a short written or verbal statement regarding what you have seen or heard; we ask that visitors are willing to do this, should this be required.
- If your concern about a child stems from the behaviour of a member of staff that you have witnessed, you should inform the Head teacher Scott Chudley. If they are not available, you should inform their deputies (again, school office staff will be able to advise you).
- The Safeguarding and Child Protection Policy is available on the school website..

