



Helen Mawer



Mark Shuker



Scott Chudley



Andrew Sellers

Each of our schools has an Early Help, Safeguarding and Child Protection Policy which is available on the school websites.

Child protection – how do I keep myself safe when working on Newham Community Learning 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 the Senior Leadership Team 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 Designated Safeguarding Lead (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 Designated Safeguarding Lead (DSL).



Welcome to Newham Community Learning



NEWHAM COMMUNITY LEARNING

Local Schools | Global Vision



Welcome to Newham Community Learning

We hope that you have an enjoyable and productive visit at either Selwyn or 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 in addition to reading the information on the Visitor's Badge which you will be issued with on signing in (by means of which you will clearly be identifiable as a visitor), 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 Newham Community Learning

Your safety as a visitor to either of our trust schools is very important to us.

Please ensure that you read the information on the reverse of the badge, which contains a summary of the following information:

- 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 Newham Community Learning is a smoking-free zone. There are no designated smoking areas.

Our commitment to safeguarding children at Newham Community Learning

At Newham Community Learning, 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 Newham Community Learning, we expect all visitors to understand and support this commitment. In the unlikely 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 Leads (DSL) immediately: Mark Shuker at Selwyn Primary School, or Andrew Sellers at Portway Primary School. 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 advise you re 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 at Selwyn – Helen Mawer, or the Head teacher at Portway – Scott Chudley. If they are not available, you should inform their deputies (again, school office staff will be able to advise you).

