

### **Keeping Students Safe**

Only adults who have been correctly vetted will have unsupervised access to students. All adults who work regularly with our young people must undertake an Enhanced Disclosure and Barring Service check, which must be completed before commencing working with our young people.

Adults visiting the site for meetings must sign in and out at the school office and wear a visitors' badge/lanyard at all times. Any unidentified adult in the school should be reported immediately.

For updated information on safeguarding in Norfolk visit:

[www.norfolkscb.org](http://www.norfolkscb.org)

### **First Aid**

If you encounter a child with any medical concerns, or who seems ill, they should be referred to the School office where a qualified first aider can assess them.

### **Health and Safety**

The school is regularly audited to ensure that facilities are safe for young people. However, you have a responsibility to ensure that your actions do not endanger students in our school. Please ensure that you follow all instructions whilst on the school site. Do not operate machinery for which you are not trained in.

### **Educational visits**

The school operates under the Norfolk County Council Health and Welfare system for approving educational visits. Full details can be obtained from the school office.

Poringland Primary School and Nursery

The Footpath

Poringland

Norwich

NR14 7RF

Phone: 01508 492530

[E-mail: office@poringland.norfolk.sch.uk](mailto:office@poringland.norfolk.sch.uk)

# **Poringland Primary School and Nursery**



## **Safeguarding & Child Protection**

Safeguarding and Child Protection is a crucial part of our work at Poringland Primary School and Nursery.

We and everybody who works with our students should follow the guidelines set out in this pamphlet. Whether you are a teacher, member of support staff, visitor or volunteer, we ask that you adhere to our policies and procedures whilst you are at our school.

Please ask to see our policy if you require more information. The policy is also available on our website:

[www.poringland.norfolk.sch.uk](http://www.poringland.norfolk.sch.uk)

May 2023

## Who's who?

The designated Safeguarding Lead (DSL) at Poringland is:

**Lead DSL**  
**Peter Dean**  
**Headteacher**



Other DSL's at Poringland are:



**Hannah Howard**  
**Deputy Headteacher**



**Jo Whittington**  
**KS2 Class teacher**



**Mike Woodhams**  
**KS2 Class teacher**



**Liz Dewing**  
**EYFS teacher**



**Lucie Burdett**  
**KS2 class teacher**



**Sara Chilvers**  
**PSA and HLTA**

If you have any concerns about a young person you meet at Poringland Primary School and Nursery, you should immediately report these to a member of staff. If you feel a young person is at risk, or is the subject of abuse, you should contact one of the Designated Safeguarding Leads.

### What should you report?

Does the child seem to be unfed or unkempt?

Does the child seem to be bruised or have injuries?

Does the child talk inappropriately about violence (e.g. at home)?

Does the child act in an inappropriate manner, relating to sexual matters, for their age?

Does the parent talk about violence in the home?

### What if the child wants to tell me something?

If a child begins to tell you about something that is happening to them, you should:

- Tell them that you want to make sure they are safe;
- Tell them that you will have to pass on what they tell you to help keep them safe;
- Listen carefully and try not to ask any leading questions;
- See a designated Safeguarding Lead immediately and complete a Safeguarding Referral Form. These are kept in every classroom, in the school office (in the safeguarding folder for volunteers), or attached to the Safeguarding Notice Board in the staffroom.

### REMEMBER

**NEVER PROMISE TO KEEP A SECRET. ALWAYS PASS ON THE INFORMATION IMMEDIATELY to the DSL and ensure they receive any concerns in writing.**