



Safer Use of Technology

If you require the use of a computer or the Internet please speak to the Computing Lead who can connect you and provide you with a copy of our acceptable use policy.

Mobile phones are not to be seen or used in any capacity in the presence of children or parents.

You cannot post about the school on Social Media without permission from the Head Teacher first.



We Are All Responsible

It is everyone's responsibility to ensure that our children stay safe. Each person who works in school, or visits, shares that responsibility.

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.

DESIGNATED TEACHER FOR CHILD PROTECTION AND SAFEGUARDING LEAD:

Mrs S Power – Head Teacher



DEPUTY DESIGNATED TEACHER FOR CHILD PROTECTION AND SAFEGUARDING LEAD:

Miss F Renoldi	Miss Ellis
	

DESIGNATED SAFEGUARDING GOVERNOR:

Mrs G Hicks –Safeguarding Governor



Contacts for Safeguarding in Thurrock LA:

- **The Multi-Agency Safeguarding Hub (MASH)** – 01375 652802
 - ♣ Thurrock MASH, Civic Offices, New Road, Grays, Essex, RM17 6SL
 - ♣ For further details on MASH Services see Appendix 1
- **Thurrock Council Emergency Duty Team** – 01375 372468
 - ♣ For out of hours only
- **Thurrock Local Safeguarding Children Partnership**- 01375 652813
 - ♣ Civic Offices New Road Grays ESSEX RM17 6SL
 - § Email: LSCP@thurrock.gov.uk

- Safeguarding and Child Protection Co-ordinator and LADO – 01375 652535
- Police Child Abuse Team – 01277 266822

HOLY CROSS
CATHOLIC PRIMARY SCHOOL

Safeguarding Children and Adults



Information for Visitors

Holy Cross Catholic Primary School
Daiglen Drive
South Ockendon

Essex
RM15 5RP
01708 853000

office@holycrossprimary.thurrock.sch.uk



On Arrival

On arrival in school you will be asked to sign in and present ID. If you will be working without a member of staff present (for example agency workers) 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.



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 playground.

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



No Smoking

There is no smoking allowed anywhere in the school grounds or outside of the school gates.



Professionalism

Please ensure you maintain professionalism at all times. Children can see and hear everything.

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

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



Just ask!

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 demeanor

Please report your concerns to the designated lead. The office staff will help you in finding them.

What should I do if a child discloses they are being harmed?

Record details as soon as possible, recording exact words and phrases used by the child. Forms for this purpose are pinned on the staffroom noticeboard or available from the safeguarding lead.

This form must then be given to the safeguarding lead who will discuss the disclosure with you and deal with it in the appropriate way.

Please sign and date all forms.

What should I do if the allegation is against a member of staff?

You should report the allegation to the head teacher.

What should I do if the allegation is about the Head teacher?

Alert the Safeguarding Lead who will signpost you to the Chair of Governor