

## Accidents/Illness

If you require first aid, have an accident or feel unwell during your visit, please report to the main school office. Our first aiders are listed near every classroom door in the building. Depending on the circumstances, you might need to complete an accident report.

## School Trips

If you are helping on a school trip, please note that you will often be in charge of a group; please also note that it is our practice not to put your own child in that group. You will need to have an enhanced DBS in order to accompany the class on a trip.

## Confidentiality

Please ensure that any observations you may have made regarding children's progress and/or behaviour are only passed onto the class teacher or another member of staff and kept confidential.

## Allegations Against a Member of Staff

Any concerns about a member of staff's conduct should be passed on to the Headteacher. If the concern is about the Headteacher, it should be reported to the Chair of Governors. The member of staff may be asked to leave the premises and be "suspended" while investigations are held.

**Safeguarding is  
Everyone's  
Responsibility**

**The School as senior members of staff who  
have particular responsibility for safeguarding:**

Mrs Jo Ghosh: Head Teacher  
**Designated Safeguarding Lead**



Ms Gemma Campbell:  
Deputy Head Teacher  
**Deputy Designated Safeguarding Lead**



Mrs Catherine Williams  
Inclusion Manager  
**Deputy Designated Safeguarding Lead  
Designated Member of Staff for Looked  
After Children**



Miss Rebecca Lake  
Year 2 Class Teacher  
**Deputy Designated Safeguarding Lead**



Ms Janet Sharp:  
Year 6 Class Teacher  
**Deputy Designated Safeguarding Lead  
and Online Safety Lead**



Miss Louise Pitteway  
Reception Class Teacher  
**Deputy Designated Safeguarding Lead**



Dr Marigold Hayes  
**Governors with Responsibility for  
Safeguarding**



Ms Alex Millbrook  
**Governors with Responsibility for  
Safeguarding**



*Last updated September 2023*

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# ALL SAINTS' C OF E PRIMARY SCHOOL

## Safeguarding & Safety Information for Visitors, Helpers and Parents



# Welcome to All Saints' C of E Primary School, Putney



## Safeguarding

The Governors and staff of All Saints' CofE Primary School are committed to, and fully recognise their responsibilities and duty placed upon them with regard to, safeguarding and promoting the mental and physical welfare of all pupils and expects all volunteers to share this commitment. The health and safety of all children is paramount and at the centre of all we do.

Parents and carers expect, and indeed the school should provide a safe, secure and caring environment in which the children can flourish. To meet this expectation, the school adheres to a wide range of national and local policies and guidance, including Keeping Children Safe in Education; the school's Safeguarding & Child Protection Policy, Online Safety Policy, Anti-Bullying Policy and Health & Safety Policy. Parents and carers are welcome to read the policies on request or on our website. Appendix 8 of the Safeguarding and Child Protection Policy contains a comprehensive list of statutory guidance documents which guide and inform our procedures and protocols.

Part of our legal duty to safeguard children may also include the need to take advice from or share information with other agencies, such as the Police or Social Services, where there are concerns about a child's welfare. We will always discuss our concerns about a pupil with his/her parents first unless we have reason to believe that such a move would be contrary to the child's welfare.

## Disclosures

If a child should disclose information to you which causes concern, please note you should follow these key points:

- ◆ **Listen carefully to what the pupil is telling you without interrupting**
- ◆ **Do not promise confidentiality**
- ◆ **Remain non-judgemental and keep an open mind**
- ◆ **Do not ask leading questions, or more questions than you have to – just establish what the pupil is telling you**
- ◆ **Be honest with the pupil and explain what will happen next (i.e. that you will need to speak to a member of staff)**
- ◆ **Record the information fully immediately, or as soon as possible**
- ◆ **Inform the DSL or deputy DSLs (named on the back page) immediately or as soon as is possible.**

Jesus said

**"I have come that they may have life, and have it to the full."**

John 10:10

## On Arrival

When you arrive at school please sign in with the office and collect a badge. Please wear it at all times. When you leave, please sign out and return the badge.

## Fire

If the fire alarm sounds, please follow pupils out of the school via the shortest route. Leave the building immediately. Do not return to collect belongings. The fire assembly point is the churchyard where we will call registers. Please do not re-enter the building without the fire marshal's approval.

## Health and Safety

If you see anything in the school environment, relating to health and safety, please report your concerns to the class teacher, a member of the Senior Leadership Team or to the school office.

## Behaviour

Please support the school ethos by encouraging and praising the children's efforts. If you experience any difficulties with a child's behaviour, please inform the class teacher immediately. This will enable them to deal with the situation and provide you with the necessary support.

## Phones

The use of mobile phones are not allowed on the school premises and should be safely stored. Under no circumstances must a visitor take any photographs of any children.

## Smoking

Smoking is not allowed on the premises.