



Disclosure by a child

If a child discloses information about harm, you must:

- Listen.
- Tell the pupil you must tell someone else, do not promise confidentiality.
- Make accurate notes of what has been said and pass this immediately to the Designated Safeguarding Lead.
- It is not your responsibility to investigate, but to report to the DSL.

Designated Safeguarding Lead:
Mrs Davies.

Deputy Designated Safeguarding Leads:
Miss Edwards and Miss Boycott.

General information

Fire and emergency: In the event of a fire alarm, please leave the building by the nearest exit and assemble on the playground.

First aid: Please ask at reception if you require assistance.

Accidents and incidents: Please report these to reception.

Access to the internet: All users of the school wi-fi must comply with our Trust Acceptable Use Policy.

Visitors' toilets: Located opposite the school reception.



Little Sutton Church of England Primary School

Berwick Road

Little Sutton, CH66 499

T: 0151 338 2244

W: littlesuttonprimary.co.uk

E: admin@cluttonprimary.cheshire.sch.uk



Visitor and safeguarding information

Welcome to Little Sutton Church of England Primary School

Please take a few moments to read this leaflet. We are committed to safeguarding at Little Sutton Primary School, endeavouring to protect the welfare of our young people. To do this, we require the support of all staff and visitors to our school.

Visitor procedure:

Please collect your visitor badge from reception and wear this at all times.

Please stay with your host at all times, unless we have confirmation of your DBS clearance.

On departure, please sign out and leave your visitor badge at reception.



Safeguarding children

As a visitor to our school, either as a contractor, volunteer, supply teacher or someone that has come to work with our children in any capacity, it is important that you are aware of our safeguarding procedures.

- Please refer to the back page of this leaflet for contact details of our child protection team. Or, please contact Reception who can locate them for you.
- If there is any reason to suspect that a student has suffered bullying or discrimination, or is likely to suffer significant harm, you must inform the Designated Safeguarding Lead (DSL) immediately. Our staff will then follow the procedures according to the school Safeguarding Policy.

Keeping everyone safe

We hope that you have an enjoyable visit to Little Sutton Primary School. Our main priority is to ensure that everyone who visits is aware of their responsibilities towards making sure all young people are safe. As a visitor please remember the following:

- If you are working in a 1:1 situation with a student, we must have confirmation that all the necessary safeguarding checks have been carried out including the Enhanced DBS disclosure.
- You must not have any physical contact with any student.
- You must never exchange personal contact details with a student or arrange to meet them outside of the school environment.
- The use of cameras and taking photographs is not permitted unless prior permission has been obtained.



What is Abuse?

Any form of neglect, physical, emotional or sexual mistreatment or lack of care that leads to harm or injury. It can happen to any child regardless of their age, gender, race or ability.

What is discrimination?

When people receive less favourable treatment in and grounds which cannot be justified. This covers race, ethnic or national origin, language, religion or belief, gender, gender reassignment, sexual orientation, disability, social class, responsibility for other dependent or where the person lives.

What is bullying?

A willful, conscious attack on the self-esteem or the person of an individual student. It includes jibes, name-calling, silence/ exclusion from the social circle, emphasising differences, threatening behaviour, racial/ sexual harassment, extortion and physical attack. It may vary in severity, frequency and in the numbers of people involved.

People working in schools are uniquely placed to notice signs and symptoms of abuse and to support children who are subject to abuse or living in abusive situations.