

Our Designated Persons

Designated Safeguarding Lead



Name: Mrs Helen Dudman

Title: Headteacher

Designated Safeguarding Deputy



Name: Mrs Alex Coyle

Title: Assistant Head

School Contact Details

School Contact details

Address:

Carleton Endowed CE Primary
Carleton
Skipton
North Yorkshire
BD233DE



Phone: 01756792910

E-Mail: admin@carleton-endowed.n-yorks.sch.uk

Use of Mobile phones

Whilst on site, please:

- Use only in connection with your business and when you are approved
- Do not take/use images of pupils unless approved to do so
- Do not leave equipment unattended
- Ensure that your mobile phone's Bluetooth is disabled



Carleton Endowed CE VA Primary School



Information Leaflet for Visitors

**Keeping
children safe
is everyone's
responsibility**



General Information

- Enter and exit the site from the main entrance, observing signing in and signing out procedures.
- Do not move around the school site unescorted. Stay within areas that are necessary for your visit.
- Please do not interact with children unless invited to do so by a member of staff.
- You will be issued with a 'visitor' badge. This must be worn at all times so that it is visible. Please return the badge to the school office as you leave the site.
- Please note that inappropriate behaviour or language on site will not be tolerated, in relation to children, staff and visitors.
- Do not use pupils' toilets. Only use designated adults'/visitors'. Please ask the school office if uncertain.

If you have any questions regarding our fire assembly procedures please ask a member of staff.



Fire

If you hear the fire alarm please:

- Leave by the nearest exit.
- Report to the fire assembly points so that you can be accounted for.

Fire Assembly points are:

- The Field
- The playground

If you are working with children:

- Lead them to safety and to the appropriate fire assembly point

Interactions with pupils

Where your role requires that you interact with children, or if you are attending school on local authority / partnership working you must:

- Present your ID and / or DBS when requested by our office.
- Wear your visitor and ID at all times when on the school site.
- Interact with children as required within your professional capacity and report any instances / concerns / observations you may have immediately to a senior member of school staff. (Office staff will provide advice, if required)

What to do if a child discloses

Do not question the pupil or try to secure evidence. Your responsibility is to report your concern, not to investigate.

If a pupil tells you something that suggests they are at risk of harm, allow them to tell you as much as they wish and let them know that you must pass the information on to the Designated Safeguarding Lead. (See back of leaflet)

If you become concerned about a pupil's immediate safety, notify the nearest member of staff and tell them why you are concerned.

Record your concern

You should complete a cause for concern form and hand it to the DSL or a senior member of staff **before** you leave the school site.

Ask for a senior member of staff if you would like help to complete the form.

