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| ***Every Child Matters at Grappenhall Heys Community Primary School*** |
| **Grappenhall Heys**  **Community Primary School**  ***Team approach to safeguarding:***  At Grappenhall Heys Community Primary School we are developing a team approach to safeguarding pupils.  These are the people within school who are part of our safeguarding team:  *Mrs Kelly Jackson* - Headteacher - Designated Senior Leader  *Mrs Sarah Harman* – Assistant Headteacher - Designated Senior Leader  *Miss Laura O’Callaghan* – Safeguarding Governor  If you have any safeguarding concerns whilst visiting our school or working in our school, please do not hesitate to contact one of these people and they will be able to refer you to the appropriate person.  ***Contact Details:***  Grappenhall Heys Community Primary School  Stansfield Drive  Grappenhall Heys  Warrington  WA4 3EA  Website: www.grappenhallheys.co.uk  Email: grappenhallheys\_primary@sch.warrington.gov.uk    **Grappenhall Heys Community Primary School**  **Guidance for adults visiting or working on our school site**  Grappenhall Heys Community Primary School is committed to the protection and  safety of all its pupils. |
| **Keeping Who** **Safe?**  Adults visiting or working on a school site play an important part in the life of our school, whether helping to maintain the building or visiting as part of the school’s wider community.  We can all play a part in keeping children safe while working on or visiting a school site. This is whether you are directly employed by the school or working as a contractor etc.  We must also take steps to keep ourselves safe.  Actions can sometimes be perceived in a way that was not intended. We want to promote safe working practices for everyone on our school site, whatever your role. |
| **Procedures to follow if you have a concern**  Below we have outlined our procedures to follow if you have concerns regarding any child.  **If you suspect a young person is being abused:**   * Immediately report your concerns to the designated senior leader within school. Either Kelly Jackson (Headteacher) or Corinna Tyson (Deputy Headteacher) * Record the known facts and give them to the designated senior leader.   **If a child tells you that they are being abused:**   * Allow them to speak without interruption accepting what is said. * Advise them that you will offer support, but you must pass the information onto either Mrs Jackson or Mrs Tyson. * Immediately tell the designated senior leader. * Record the facts as you know them, including the account given to you by the young person and give a copy to the designated senior leader.     **You must refer,**  **not investigate**  **Code of Conduct**  **DO!**   * **DO** treat everyone with respect. * **DO** respect a young person’s right to privacy. * **DO** remember that someone else may misinterpret your actions, no matter how well intentioned. * **DO** act as an appropriate role model.   **Code of Conduct**  **DON’T!**   * **DON’T** give any personal information to any pupil, for example your address, telephone or mobile number or personal email address. * **DON’T** accept or respond to a pupil attempting to give you personal information, for example their address, telephone number or email address. |