

## CHERRY ORCHARD PRIMARY ACADEMY SAFEGUARDING

Cherry Orchard Primary Academy is committed to ensuring the highest standards of safety and care of all students, staff and visitors.

The following procedures must be followed:

1. All visitors must sign in at Main Reception on arrival every day.
2. All visitors and staff must wear an identity badge which must be visible at all times. (Visitors – Please return the badge before you leave the site)
3. All visitors are expected to conduct themselves in a professional and respectful manner.
4. Any visitors who have concerns regarding the welfare of any student must report it immediately to Main Reception, who will contact the Designated Safeguarding Lead.
5. Any adult who is in sole supervision with any student(s) must have a valid DBS check that has been verified by the Leigh Academies Trust.

### **Designated Safeguarding Lead:**

Julie Forsythe, Principal

### **Deputy Safeguarding Leads:**

Rachel Pilcher, Nursery Manager

Sandra Foxwell, Assistant Principal

Sheena Williams, Family Liaison Officer

Nadine Bill, Teaching Assistant

## Keeping Everyone Safe

All staff and adults working at Cherry Orchard Primary Academy have a responsibility for the safeguarding and the protection of students. All staff and adults must remember that the welfare of children is the paramount consideration in our school.

All adults working with children must at all times act professionally, ensuring that they are always providing a supportive, safe and secure environment. We have a clear policy relating to safeguarding our students as well as child protection. This and more detailed guidance material is available from the school. What follows are summary points and guidance notes on these procedures.

Staff and adult volunteers have a crucial role to play in shaping the lives of young people. They have a unique opportunity to interact with students in ways that affirm and support their learning environment. These notes have been produced to help staff and adults in school being placed in difficult situations or being accused of improper or unprofessional conduct.

## Information for staff

### **Do not investigate**

Record concerns before passing on.

Child Protection Forms (Green Forms) which should be used to record issues or concerns can be found in the Staff Room or from the main office

Please complete using the child's words and **pass directly** to one of the Safeguarding Team

When recording a disclosure

### **Do**

- ✓ Use the child's exact words
- ✓ Reassure
- ✓ Listen
- ✓ Tell them you will report it

### **Do Not**

- Promise confidentiality
- Ask leading questions
- Investigate

### **Always**

- ✓ Report your concerns

## **Please Always Remember To:**

- Adopt high standards of personal conduct with students.
- Refrain from making inappropriate and/or insensitive comments to students.
- Avoid confrontation and demeaning and/or humiliating behaviour.
- Treat all information about students in a confidential and discreet way.
- **Never** promise confidentiality to students who ask to speak to you.
- Be aware that any physical contact, even if well-intentioned, could be misconstrued.
- Where possible, try to avoid physical contact with pupils and **never** hit students.
- Avoid one-to-one situations. If this is not possible, ask for guidance. Ensure there is visual access or an open door so you can always be seen by others.
- Always report any signs of concern, and/or distress or anger to a colleague.

## **In the Event of a Fire:**

On hearing the alarm, all students to evacuate the building and assemble at the assembly point at the far corner of the playground.

**All visitors should go straight to the assembly point with a member of staff**

**Updated November 2019**

## **In the event of Injury or Illness**

Student or member of staff to report to Admin Office and parents/carer will be contacted. If necessary an ambulance will be called.

## **First Aiders**

Claire Bond - Office Manager, Main Office  
Rachel Pilcher - Nursery Manager. Nursery  
Karla Riordan - Teaching Assistant  
Lawrence Turner, Site Manager  
Katherine Hole, SEN Teaching Assistant  
Oyenike Oyelaja, SEN Teaching Assistant  
Nadine Bill, Teaching Assistant  
Lisa Willard - Teaching Assistant  
Nicole Braddick, Teaching Assistant  
Nichola Brinkley - Teaching Assistant  
Tammy Smith - After School Club Supervisor

## **Safeguarding Pupils in School And Child Protection Procedures**

**Guidance for Adults  
Visiting or Working  
with**

**Cherry Orchard Primary Academy**



Welcome to Cherry Orchard Primary Academy.  
We value the worthwhile experiences visitors bring to our students.

This leaflet provides some guidance on how to work safely with our students and what to do if you have a concern.

Please read it carefully and ask if you need any further information.