



Thank you for your visit.
We look forward to seeing
you again.

★ Encouragement ★ Enjoyment ★ Success ★ Effort ★



Welcome to
Morley Victoria Primary School

Safeguarding and Child Protection

An information leaflet for all adults
working with children

Morley Victoria Primary School
Victoria Road, Morley, Leeds LS27 9NW
Tel: (0113) 253 5253
www.morleyvictoriaprimary.org.uk
office@morleyvictoria.org.uk



Safeguarding and Child Protection

Morley Victoria Primary School is committed to safeguarding and promoting the wellbeing of all children and expects staff and volunteers to share this commitment.

Safeguarding is everyone's responsibility across school.

Please can you ensure that you sign in at the School Office and collect a visitor's badge. The visitor's badge must be worn visibly throughout your visit.

Everyone who visits our school has a responsibility for safeguarding. All adults visiting our school need to be aware that they are responsible for their own behaviour within our school. We also want to ensure that, as a visitor to Morley Victoria Primary School, you too are safe and can access support and guidance if needed.

Visitors will be expected to:

- Behave in a respectful, fair and professional manner at all times to ensure that the children in our care feel comfortable, respected and safe at our school.
- The child protection policy can be accessed on the school website (If you require a paper copy, please speak to the member of staff you are visiting). This policy guides the behaviour of all adults who work with or around children at Morley Victoria.
- Follow our Child Protection Procedures to safeguard pupils.
- Be aware of the Keeping Children Safe in Education (part 1) document. A copy of this is in the school office and in the staffroom.
- Be aware that you should discuss and/or take advice immediately from a designated child protection officer (see opposite page), or senior leader if you are concerned about the behaviour of any young people towards each other, or have any concerns about any child.
- Pass on any information of concern even if you are unsure whether the behaviour is a safeguarding concern. It is better to report an incident to ensure that our young people are protected.
- Don't promise unconditional secrecy or confidentiality to a child.
- Ensure that your relationship with the children remains on a professional footing.
- Pass on any concerns you may have about a staff member to the Headteacher.
- Any concerns about the Headteacher, pass to the chair of governors (details can be found on the school website).

As a visitor to our school, should you have any concern about a young person at risk of harm or child abuse, you are expected to follow the same procedures as any other adult working in the school.

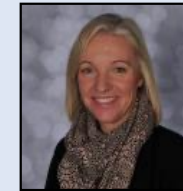
If you have any worries or concerns about a child at Morley Victoria Primary School, please speak to the member of staff that you are visiting who will discuss this with the designated staff members below. If you have a concern about the conduct or behaviour of adults who work in school with pupils, please report this to the Headteacher.

Every classroom has a safeguarding board where you will find 'Cause for Concern' Forms. We would ask that you complete this form and hand it directly to one of the members of staff below as soon as you have recorded the incident.

Designated Child Protection Officers at Morley Victoria Primary



Mrs Wood
Headteacher



Mrs Smith
Assistant Headteacher



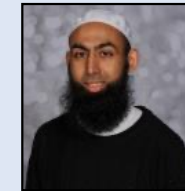
Mr Precious
Assistant Headteacher



Mrs Jenny Northfield
Attendance and
Safeguarding Manager



Mrs Bode
Senco



Mr Shabbir
Behaviour Mentor



Helen Handley
Basement Buddies Manager

In the event of a fire please leave the building by the nearest fire exit, which will be identified by a green exit sign. If you are unsure of where to go, any staff member will provide guidance. If possible you must find the staff member you have signed in to visit. For more information, please see the Fire Evacuation leaflet you will have been given with this booklet.

In the event of 'Invacuation', follow instructions from the member of staff you are visiting.