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**Safeguarding Notice for Visitors**

**All staff and visitors** have a responsibility for safeguarding our pupils. To ensure this we ask the following:

* Switch off your mobile phone/personal device and store it in your bag.
* In the event that you do need to use your mobile phone, please speak with a member of the admin team.
* Do not take pictures, videos or sound recordings of any pupils in school unless you have sought permission from the school.
* If you are working with a child, please ensure the class teacher is aware of this, where you are working and approximately how long for
* If you are working with a child, please do so in the space that is open, or have an open door or visible by others through a window.
* If you have a concern about a child please immediately pass this on to the child’s class teacher, who will then follow the safeguarding procedures. If the class teacher is not available, please speak with our Designated Safeguarding Lead or one of our Deputy Designated Safeguarding Leads
	+ Helen Ashton, Headteacher / Designated Safeguarding Lead
* If you have a concern about an adult in school, please speak with the Headteacher of one of our Deputy Designated Safeguarding Officers.
* Always share concerns with a staff member, no matter how small they may appear and don’t keep them to yourself.
* If a child says something to you that you think could be a safeguarding concern, act as above, and if possible immediately write down what was said. Listen to the child, do not question them or promise them that it will remain confidential between the two of you.