

Designated Safeguarding Lead
Victoria Skelding
Assistant Headteacher



Deputy Safeguarding Leads



Toby Ward Jon Mottram Jonathan Garnham

Additional Safeguarding Staff

David Cole - Headteacher
Paul Whitehead – Deputy Headteacher
Rebecca Dawson- Pastoral Leader
Jessica Walker – Engagement and Well-being Leader
Claire Ratcliffe - Safeguarding Administrator
Gill Josephs – SENDCO
Carolyn Brennan – Deputy SENCO
Nicola Hill - Pastoral Manager
Charlotte Lean - LEC Manager
Jo Marler – Pastoral co-ordinator
Kerry Clough – Pastoral Co-ordinator
Leanne Peters Pastoral Co-ordinator
Kylee Scott – Pastoral Co-ordinator

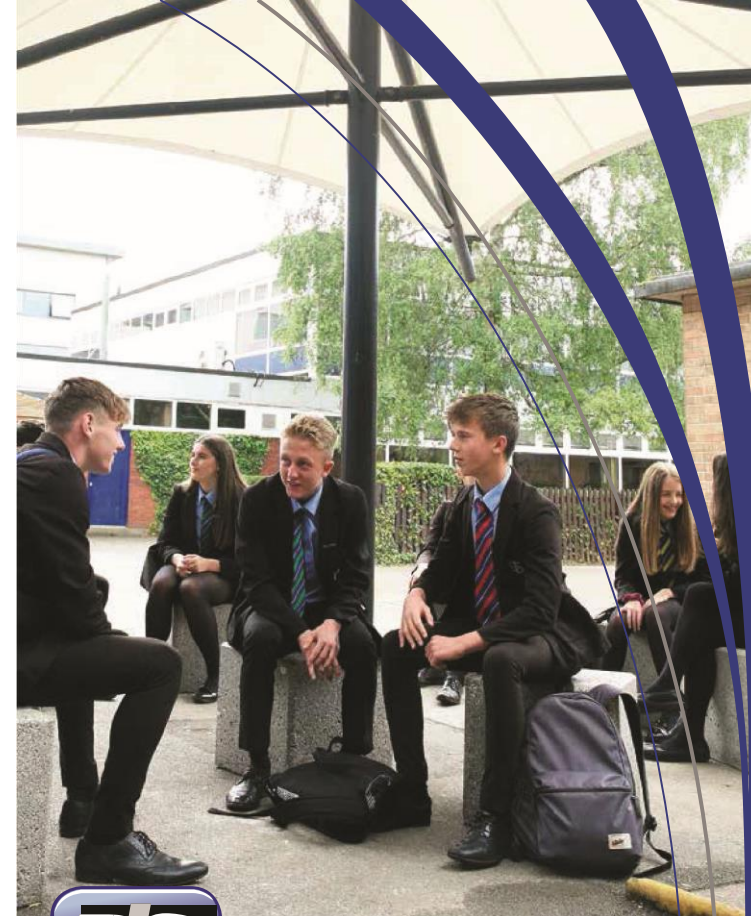
Our Safeguarding Governor is Karl Jones

CHECS - 0300 123 5012 (option 3)

NSPCC - 0808 800 5000

Childline - 0800 1111S

domestic abuse hub on **0300 123 5101**



Brine Leas School An Academy

Safeguarding Guide for Visitors

Keeping Our Children Safe

At Brine Leas School we take safeguarding very seriously.

As a visitor to our school, we welcome you and ask that you follow our safeguarding procedures.

Signing In

On entering the school, you will have been signed in and given a visitors' lanyard, unless you have your own company identification. Please wear this at all times on our premises. Our children will then know that you are allowed into our school and that it is safe to talk to you.

In most instances you will be supervised during your visit. Please ensure that you are not left alone with a child. This is as much to protect you as to protect our children.

Mobile Phones/Cameras

We ask that mobile phones are turned off on entering our school and that no photographs are taken during your visit.

Disclosures

If a student tells you something that raises a safeguarding concern, please do tell them that you will have to pass that information on and don't ask them leading questions. Report the disclosure immediately to any member of the safeguarding team via the main office.

Reporting A Concern

The wellbeing of our children is of utmost importance to us at Brine Leas School.

If you have seen or heard anything that causes you concern during your visit, please ask to speak to Lucy Darling, David Cole or another member of the safeguarding team before you leave our building.

Additional Guidance

Do not initiate verbal or physical contact with students unless it is appropriate and part of the agreed reason for your visit.

Do not give any personal information to students, such as your mobile number or address, social media ID or email.

Lockdown Procedure

Should you hear 6 bells, please enter the nearest classroom or office, turn off the lights and lock the door. Please wait for further advice from a member of staff, before opening the door.

Fire

Should the fire alarm go off, you will hear a very loud, continuous bell. Please exit the building using the nearest fire exit and make your way to the tennis courts; following an adult. Report to the Fire officer at the gates of the tennis courts and await instructions. Do not re-enter the building.

Signing Out

Please sign out and return your lanyard to main reception at the end of your visit.

Finally....

We very much hope that you will enjoy your time with us at Brine Leas School.

Thank you for helping to keep all of our children safe.