



## Key Contacts

### **Senior Leadership Team:**

Mrs M Lewis, Headteacher

Mrs L McGinley, Deputy Headteacher

Miss E Crine, School Business Manager

Miss D Arthur, Assistant Headteacher (Inclusion)

Mr D Walker, Assistant Headteacher (Standards)

### **Safeguarding:**

Miss D Arthur, Assistant Headteacher

### **Health & Safety:**

Miss E Crine, School Business Manager

### **Office Team:**

Miss E Crine, School Business Manager

Miss L Burke, Office Manager—First Aider

Mrs S Plowman, Receptionist-First Aider

Miss D Daley, Finance Officer-First Aider

### **Chair of Governors:**

Mr R Curtis

### **Governor responsible for Health & Safety:**

Mr A Emby

### **Governor responsible for Safeguarding:**

Mrs J Day

### **Compliments or Complaints:**

Mrs M Lewis



## **Upton Junior School** *One childhood: One chance*

# **Safeguarding & Health & Safety Information for Visitors**

## **Welcome to Upton Junior School**

Thank you very much for taking the time to come and visit us all at Upton Junior School.

There are a few important things you need to know before you step through into our wonderful school

Please sign in using the visitors management system on entry to the school.

As a visitor you have a responsibility to care for your own and others' healthy & safety

First aid is available at the school office

The fire alarm is a continuous ringing sound. In the event of the fire please follow instructions from a member of staff and report to the office staff at the assembly point in the school playground.

There is no smoking anywhere on the school site.

If you need to speak to a member of the office team please ring ext 201 on any of the phones sited around the school.



# UPTON JUNIOR SCHOOL



Upton is committed to safeguarding and promoting the welfare of children and young people and expects all its staff (including supply staff) and volunteers to share this commitment.

Young people can be abused physically, sexually, emotionally or through neglect.

If you have any concerns they could be part of a bigger picture which could help to prevent which could help to prevent serious harm to a young person. Giving families help at an early stage can prevent abuse and neglect.

Never keep concerns about the safety of a young person to yourself.

Please remember these 3 important messages:

- 1) All children have a right to be safe no matter who they are or what their circumstances.
- 2) Keeping children safe is everyone's responsibility.
- 3) We all need to listen to children even though we may not always be comfortable with what we hear.

**Who should I talk to if I have concerns about a young person?**

Please contact the designated Safeguarding Lead Miss Arthur or the deputy safeguarding lead, Mrs McGinley. If you wish to speak to either of them please inquire in the office.

If you wish to speak to one of them after you have left the premises please telephone: 01843 861393

## **Disclosure of abuse by a child:**

Whilst this can be an alarming situation, it is important that you know what to do in such an eventuality and for you to be able to stay calm and controlled.

- Listen to what is being said without shock or disbelief. Accept what is being said.
- Allow the child to talk freely, listen rather than ask direct questions.
- Reassure the child but do not make promises that you might not be able to keep.
- Do not promise confidentiality
- Do not interrogate
- Stress that it was right to tell.
- Record your concerns immediately, including wherever possible the exact words or phrases used by the child. Sign and date the record.
- Report your concerns and give your written record to the Miss Arthur or Mrs McGinley to enable the matter to be dealt with in the most appropriate way.

**If you ever have any concerns please never leave without telling anyone. One Childhood : One Chance**

Thank you for your visit today, we hope you've enjoyed your time at Upton.

Please remember to sign out using the electronic system in the reception area when you leave the building.