



### Key Contacts

#### **Senior Leadership Team:**

Mrs M Lewis, Executive Headteacher  
Miss D Arthur, Head of School  
Mr D Walker, Deputy Headteacher  
Mr J Jackson, Assistant Headteacher  
Mrs E Hughes, Trust SENCO

#### **Safeguarding:**

Miss D Arthur, Head of School  
Mrs E Hughes, Trust SENCO  
Ms Z Danson, Learning Mentor  
Mrs A Turner, Learning Mentor

#### **Health & Safety:**

Mr M Sharpe

#### **Office Team:**

Mrs C Winter, Office Manager  
Mrs L Crompton, Receptionist/ First Aider  
Mrs T Hailey, Secretary/ First Aider  
Mrs D Daley, Finance Officer/ First Aider

#### **Chair of Governors:**

Mrs R Curtis

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

Mr A Emby

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

Mr R Curtis

#### **Compliments or Complaints:**

Miss D Arthur

## **One Childhood: One Chance** **Safeguarding and 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 visitor management system on entry to the  
school.

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

First aid is available at the school office

The fire alarm is a continuous ringing sound. Should the fire alarm  
sound (continuous bell) you should evacuate the building from the nearest  
fire exit ensuring doors are closed behind you. Throughout the building  
there are a number of fire marshals who will assist you during an  
evacuation. **GO TO THE MUSTER POINT AT THE BACK OF THE FIELD  
BEHIND THE SCHOOL.** A member of staff will check your name against  
the visitors' register. Do not return to the building until you are instructed  
to do so.

There is no smoking anywhere on the school site.

If you would like a hot drink, please ensure it is in a lidded mug.  
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 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. If you wish to speak to her, please contact the office.

If you wish to speak to Miss Arthur after you have left the premises please telephone: 01843 861393

**Miss Arthur has the training to know what to do next.**

## 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 Miss Arthur to enable the matter to be dealt with in the most appropriate way.

**If you ever have any concerns please do not leave without telling anyone.**

**One Childhood: One Chance.**

Thank you for your visit today, we hope you've enjoyed your time at Upton Junior School. Please remember to sign out using the electronic system in the reception area when you leave the building.

