

# **Please read this leaflet carefully before entering our school**

All visitors to the school are required to sign in and out and wear a visitors badge at all times.

William Read Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all visitors to the site to share in this commitment.

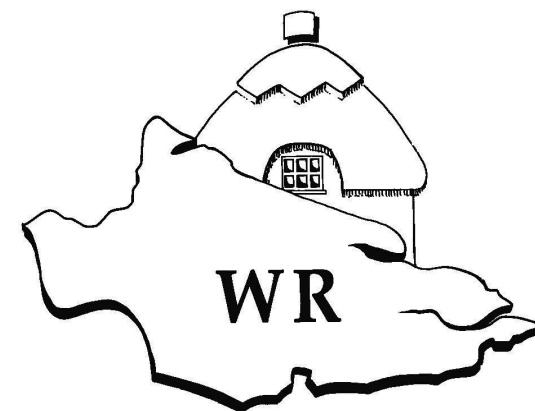
Please pass all concerns to:  
Emma Lane  
Executive Headteacher

Tracy Gravely  
Head of School

**William Read Primary  
Academy  
Long Avenue, Canvey Island,  
Essex  
SS8 0JE  
01268 683053**

[admin@williamread.essex.sch.uk](mailto:admin@williamread.essex.sch.uk)

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## **Safeguarding Children**

Guidance for adults  
visiting or working on  
the William Read  
Academy site

### **Why have I been given this leaflet?**

We work hard to make sure that children feel safe in our school. This means that they are trusting of the adults they come into contact with here.

We can all play a part in keeping children safe whilst working on or visiting a school site. We must also take steps to keep ourselves safe.

We want to promote safe working practices for everyone on a school site, whatever their job.

### **What is safeguarding?**

Safeguarding covers all aspects of keeping children safe in our school, this includes children who are vulnerable to neglect, radicalisation, physical or sexual abuse.

### **What do I need to do?**

Unless you are a permanent member of staff you should never take photographs of children anywhere on the school site with a mobile phone, personal camera or video equipment.

Do not touch, hug or be overly affectionate with the children as this can be misconstrued.

There will be certain events where photography/video will be allowed and these will be authorised by the Head of School, e.g. sports day, assembly, school plays.

### **What else do I need to know?**

You should ensure that you act as a role model. We do not tolerate swearing, inappropriate language, inappropriate dress or behaviour.

All staff and visitors are expected to treat each other and the children with respect and behave in a professional manner.

### **What should I do if a child says something to me that causes concern?**

If a child begins to tell you something that is happening to them, you should:

- ☐ Tell them that you want to make sure that they are safe
- ☐ Never promise to keep a secret. Tell them you will have to pass on what they tell you to the Head of School
- ☐ Listed carefully. **DO NOT** ask any questions
- ☐ **REPORT IT IMMEDIATELY** to the Head of School
- ☐ Fill in a Child Protection Incident Form (salmon colour) with the Child Protection staff (see list)
- ☐ Never talk about what you have been told with **ANYONE** including other staff members

### **What sort of things should I report?**

If a child says such things as:

- ☐ Someone hit me at home or hurts me
- ☐ Someone touched me where they shouldn't
- ☐ If you are working with a child over a long period of time and you see reoccurring signs of neglect e.g. broken shoes or smell

This list is not exhaustive. Report any concerns immediately.

Please remember that such cases are quite rare and you may never have a child disclose something to you, but it is important to know what to do, should a child disclose something to you.

### **Our designated child protection staff are:**

**Emma Lane**  
**Designated safeguarding lead**  
**(Executive Headteacher)**

**Tracy Gravely**  
**Designated safeguarding lead**  
**(Head of School)**

### **Fire evacuation notice and Health and Safety**

If the fire alarm sounds, please leave the building by the nearest exit.

The assembly point is located on the playground, field or parents waiting area.

**If you discover a fire, please operate the nearest Break-Glass unit.**

If you are working with a child please take that child with you to the nearest exit, to the assembly point and report to a member of staff

Please follow the advice in this leaflet and keep yourself and our children safe.  
Thank you