

# **Ponteland Community Middle School**



## **Safeguarding and Safety Information for Visitors and Volunteers**

## **Welcome to PCMS**

All schools have a statutory duty to safeguard and promote the welfare of children. At PCMS we take this responsibility very seriously and expect all staff, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behavior that underpins commitment.

Please help us by reading and complying with the guidance contained in this leaflet, which is intended to ensure your health and safety whilst at PCMS. If you have any questions after reading this, please do not hesitate to ask a member of staff to help you. We hope that your visit will be enjoyable, informative and safe.

## **Security**

All visitors coming in to the school must report to the School office.

All visitors will sign in using an electronic visitor system (clear instructions on how to do this will appear on the screen). A photograph of your face will be taken and a visitor ID pass generated. Please use the plastic holder and visitor lanyard provided and make sure your ID is clearly visible to staff and students. This must be handed in at the end of your visit.

If you are working with students a member of the reception/office team will also ask you to produce your DBS certificate and/or other forms of identification. You must sign in on each occasion you visit the school. If your organisation provides you with a clearly definable badge we may decide that this is adequate and a visitor ID pass will not be necessary.

## **Mobile Phones/Electronic Equipment**

Mobiles phones, cameras and other equipment should only be used when approved to do so. Mobiles MUST be switched to silent and should only be used in designated areas away from children in an emergency. Taking photos of students is strictly prohibited.

## **Fire & Evacuation**

Please let the office staff know if you need any specific help to leave the building in the event of an evacuation. If you hear a fire alarm; leave by the nearest exit; and go to the assembly points on the school yard (please see map). You must not re-enter the building until told it is safe to do so.

## **First Aid/Toilets**

If you need first aid or feel unwell please go to the School office/medical room. Toilets are located at the front of the school. Please do not use any other toilets.

## **Health & Safety**

Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site. As a visitor to our school it is essential that you follow any health and safety guidelines that may apply. By doing so, you will assist us in meeting the requirements of the Health & Safety at Work Act.

## **Smoking & Alcohol**

PCMS operates a no smoking policy. Please do not smoke anywhere on the school site; this includes the car parks. No alcohol will be consumed on the school site.

## Safeguarding Guidance for Visitors to the School

Adults visiting or working on the school site play an important part in the life of the school. You can play a part in keeping students safe whilst working at, or visiting, the school by observing the following guidelines:

- Do not initiate verbal or physical contact with students unless it is appropriate and a part of the agreed reason for your visit. You should not be left in a situation where you are alone with students unaccompanied. Please let a member of staff know should this happen.
- Do not give any personal information to students
- If you have any concerns that a student may be at risk of harm, report it immediately to the Headteacher or Deputy Headteacher, who are both part of the DSL team. Do not discuss your concerns with the student, and do not carry out an investigation.
- If a student makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform the Designated Safeguarding Lead (DSL) or Deputy DSL for child protection of your concerns immediately.
- If you have any concerns regarding a member of staff, please report it immediately to the Headteacher.
- If you have a concern about the Headteacher, please write to the Chair of Governors via the school office.

For further guidance, the school's child protection policy can be found on the school website under the 'Safeguarding policies' tab.

The above can be contacted by telephone on 01661 824 853 or email [admin@ponteland.academy](mailto:admin@ponteland.academy)

### The Safeguarding Team

The safeguarding team have had advanced training in safeguarding and you will see their pictures around the building. If you are concerned about something that you have seen or heard, please approach the safeguarding team and your concern will be dealt with accordingly. Please see the school website for a copy of the Child Protection Policy and Whistleblowing Procedures.



**Mrs Joanne Cafferty**  
Deputy Headteacher  
Deputy DSL



**Dr Caroline Pryer**  
Headteacher  
DSL



**Mr Paul Baggett**  
Assistant Headteacher  
Deputy DSL

Dr Caroline Pryer – Safer Recruitment Lead/Health & Safety Lead

Mr Carl Johnson – E-Safety Lead

Dr Kate Owen – Lead Governor for safeguarding (contact via the school office)

Mr Adam Hall – LADO (Local Authority Designated Officer) 01670 623979/01670 822368

