

If you have a concerns about a person.

- Report the matter to the Designated Safeguarding Lead. **DO NOT investigate yourself.**

If you receive an allegation about any person or about yourself:

- Report the matter to the Designated Safeguarding Lead or Head Teacher. **DO NOT investigate yourself.**

Try to ensure that no one is placed in a position that could cause further compromise. In all cases, you must:

- Make a record of all details as soon as possible, including time, date, location and the names of any others present;
- Report all the facts to the School's Designated Safeguarding Lead;
- **Report concerns or allegations, you must not investigate;**
- Not contact the subject of the allegation;
- Do not promise confidentiality, as any information received may have to be contacted upon by other authorities.

Parkway Primary School  
Telephone: 0208 310 0176  
E-mail: [safeguarding@parkway.bexley.sch.uk](mailto:safeguarding@parkway.bexley.sch.uk)  
[www.parkway.bexley.sch.uk](http://www.parkway.bexley.sch.uk)

If you have any concerns regarding safeguarding please speak to a member of the safeguarding team:



**Mrs Tume**

Designated Safeguarding Lead



**Mrs Cross**

Deputy Designated Safeguarding Lead



**Mr Trevena**

Deputy Designated Safeguarding Lead



**Mr Alabi**

Deputy Designated Safeguarding Lead



**Mr Witter**

Designated Safeguarding Officer



**Mrs Noakes**

Designated Safeguarding Officer



**Mrs Shepherd**

Designated Safeguarding Officer

### Other General Information

**Fire and emergency evacuation:** If the alarm sounds, please leave the building immediately by the nearest exit. Our staff will direct you.

**First Aid:** Please ask at Reception if you need assistance.

**Accidents and Incidents:** Please report these to Reception.

**Visitors' Toilets:** Please ask at Reception for directions.



# Parkway Primary School

## Visitor and Safeguarding Information

### Welcome to Parkway Primary School

Please take a few moments to read this leaflet. Parkway Primary School has a duty of care to all its pupils, and visitors, and operates its own Safeguarding (Child Protection) Policy in line with the requirements of government legislation. All visitors are legally required to comply with this policy, and to cooperate with its operation.

As part of this policy, all Parkway staff are checked for their suitability to work with children through the Disclosure and Barring Service (DBS), while visitors to the site are required to be adequately supervised by staff during normal school hours.

Please sign in on arrival and collect your visitors identification.

Please wear the identification at all times to avoid being challenged by staff or pupils.

Remain with your host at all times unless we confirm we have had DBS clearance for you.

**On departure please sign out and return your identification, Thank you.**

### **Safeguarding Children**

As a visitor to our school, either as a contractor, volunteer, supply teacher or someone that has come to work with our children in any capacity, it is important that you are aware of our safeguarding procedures.

- Please refer to the back page of this leaflet for contact details or our child protection team. Or, please contact Reception who can locate them for you.
- If there is any reason to suspect that a pupil has suffered bullying or discrimination, or is likely to suffer significant harm, you must inform the Designated Safeguarding Lead (DSL) immediately. Our staff will then follow the procedures according to the school Safeguarding Policy.

### **Keeping Everyone Safe**

We hope that you have an enjoyable visit to Parkway. Our main priority is to ensure that everyone who visits is aware of their responsibilities making sure all our pupils are safe.

The following information provides a framework regarding appropriate behaviour that should be adopted by all adults when working with children, young people or vulnerable adults.

#### **Individual Responsibilities:**

- All persons should be aware of issues related to the protection of young persons and vulnerable adults.

- Remember that someone else might misinterpret your actions, no matter how well intentioned.
- Even caring physical contact may be misinterpreted.
- You should dress safely and appropriately for the tasks that you are required to undertake, and refrain from any behaviour that may bring the school or your activity into disrepute.
- Treat all persons with respect and dignity.
- Respect the privacy of people under your care, and abide by Parkway staff instructions whilst using the facilities.
- Avoid, wherever possible, one to one situations in closed environments.
- If you are working in a 1:1 situation with a student, we must have confirmation that all the necessary safeguarding checks have been carried out including the Enhanced DBS disclosure.
- Be open and honest if issues do arise; talk to a member of staff or a Designated Safeguarding Lead.
- You must never exchange personal contact details with a student or arrange to meet them outside of the school environment.
- The use of cameras and taking photographs is not permitted unless prior permission has been sought.

#### **You should not:**

- Have inappropriate physical or verbal contact with any person under your care;

- Make suggestive/derogatory remarks or gestures;
- Jump to conclusions about others without checking facts, or exaggerate or trivialize abuse issues;
- Take a chance when common sense, policy, and practice suggest another more prudent approach;
- Ignore concerns if you hear them raised by a child or young person.

#### **Reporting:**

#### **What to do if a person discloses to you abuse by someone else:**

- Listen to them without interruption, accepting what is said, and avoid asking leading questions;
- Advise the person that you must pass on the information;
- Let them know you are glad they have shared this information;
- **Report the matter to the School's Designated Safeguarding Lead. DO NOT investigate yourself.**