



**St George's Safeguarding Team:**

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| • Mr Bernard Cassidy         | Head Teacher   |
| • Mrs Tracy Skarrats-Jackson | Deputy Head Teacher and Designated Safeguarding Lead           |
| • Mrs Sam Broad              | Learning Mentor and Family Support Worker (currently on leave) |
| • Mrs Hannah Rice            | Learning Mentor and Family Support Worker                      |
| • Mr Craig Smith             | Lead Safeguarding Officer for Dragon Club                      |

In our absence another member of the senior leadership team will deputise.

**Introduction**

St George's Primary School building is used as a place of work for the school staff, our breakfast and after school clubs, summer clubs and other partner agencies. These agencies include family learning groups, extracurricular clubs and health agencies. Each of these groups operates within the school's detailed safeguarding arrangements.

This document is a summary of our shared arrangements for ensuring we have a consistent approach to staff and visitors controls.

**Safeguarding Children Statement**

At St George's, the safety, welfare, health and well-being of all children is of paramount importance. We expect all staff and visitors to comply with our safeguarding arrangements at all times. We seek to provide safe and secure environment in which children can flourish. In order to do this, the following measures are in place:

**Staff**

- All staff have an enhanced Disclosure and Barring Service check (DBS) and the DBS numbers are held on the school's central record.
- Agency supply staff, whatever their role, must have an up to date DBS certificate and provide this to the office team upon arrival at school unless the agency have already emailed this through to the school office. Failure to provide the DBS upon arrival will mean that the person will not be admitted into the school. Agency staff will also wear an ID badge confirming their identity.
- Adults on voluntary placements will have DBS checks processed before they can work supervising children.

**Visitors**

- All visitors will use the main entrance to enter / exit the school premises
- All visitors must sign in at the front desk and wear a visitor's badge.
- Our HR officers update a central list of the DBS numbers of regular visitors such as peripatetic teachers, coaches etc. This group of people may have unsupervised contact with pupils and may move around the school without the direct supervision of school staff. This protocol is also applied to staff employed and checked by Wirral Borough Council.
- Any visitors who do not have a DBS check, or cannot provide their DBS number are required to sign in and be supervised by a staff member at all times.
- Visitors who attend meetings in school, must wait in the foyer area after signing in and being given a visitors badge. They will then be collected by a member of staff.
- The location of the nearest toilet will be pointed out when they arrive at their meeting.
- Visitors must not move around the building alone, they are to be accompanied by a member of staff who has supervision responsibilities.
- All contractors working on site must provide an up to date DBS certificate. If they do not have one, they must be supervised by our Site Manager (unless work is undertaken whilst the children are not on Site).

**We share the following statement with visitors:**

St George's Primary School seeks to be a safe school. Our aim is to ensure the health, safety and well-being of every child at all times. We expect everyone – pupils, staff, parents and visitors to share this aim and to act promptly by informing our staff of any concerns. Thank you for your support.