

## Keeping Yourself Safe

- Be professional. Be careful how you interact with or speak to a child, the child may interpret it differently.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- Avoid being on your own with a child, always ensure that a door is open and that you are visible to others.
- It's best not to do anything for a child that he or she can do for him or herself.
- Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident time and date it and pass it on to the Principal.
- If you have concerns about the conduct of staff, it is your responsibility to inform the Principal.

## Other General Information

### Fire and emergency evacuation:

If the fire alarm sounds, please leave the building immediately by the nearest exit and assemble in the designated area. Our staff will direct you.

### First Aid:

Please ask at Reception if you need assistance. Accidents and Incidents must be reported to the main school Reception.

### Visitors' Toilets:

Located near main reception. Please ask a member of staff if you need directions.

### Parking:

Limited parking is available in our car park, but on the street parking is available. Please note our carpark is locked between 8:30am and 3:30pm.

## Contact Us

### Greengate Lane Primary Academy

Greengate Lane  
High Green  
Sheffield  
S35 3GT  
Tel: 0114 2848322  
Email: [enquiries@astreagreengatelane.org](mailto:enquiries@astreagreengatelane.org)



## Visitor and Safeguarding Information

All visitors must read this information

## Greengate Lane Primary Academy is

committed to safeguarding and promoting the welfare of children and requires **all** staff, volunteers and visitors to share this commitment. This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it, please speak to any of the contacts named below. Please keep the leaflet in a safe place so that you can read it again if you need to. If you are concerned about the safety of any child in our school, you must report this to one of our safeguarding team. If you are concerned about the conduct of a member of staff or a volunteer in our school, you must contact the Principal **Mrs. Kara Robinson**.

**Should you have any concerns about the safety or wellbeing of a child at our school, please speak with one of the key staff members below.**

### Designated Safeguarding Leads:



Mrs. Kara Robinson

Principal and DDSL



Mrs. Shelley Whitworth

DSL



Mrs. Kathryn Clarke

DDSL

*Posters identifying these staff are on display throughout school.*

## Disclosure by a child:

If a pupil discloses information about significant harm, you should:

- Listen
- Tell the pupil that you need to tell someone else. You must not promise confidentiality.
- Make accurate notes of what has been said by the pupil and pass this immediately to the Designated Safeguarding Lead (DSL).

**It is not your responsibility to investigate, but to report to the DSL**

## What Do I Do if I am Worried About a Child?

If you become concerned about:

- something a child says.
- marks or bruising on a child.
- changes in a child's behaviour or demeanour.

You must inform the Designated Safeguarding Lead. If you feel that a child may be at risk of harm but are not sure then inform the Designated Safeguarding Lead immediately who will offer advice and take appropriate action.

Please note that school may need to contact you again, but will not be able to share any outcomes from any investigations.

## Visitor Procedures

- All visitors must sign in at main reception.
- All visitors will be issued with a photographic ID pass when they sign in. The ID pass must always be worn and visible whilst on the site.
- Visitors will be asked to remain under the supervision of a designated member of staff whilst on site.
- Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, when possible, to avoid disappointment.
- Visitors must not use a mobile phone or camera on site.
- Visitors must sign out at the main reception and return their visitor pass before leaving the site.

