

Visitor Procedures:

- Visitors must sign in at the main office
- Visitor's badges must be worn at all times whilst on the school site. If lost, report immediately to the office for a replacement.
- Visitors should remain under the supervision of a designated staff member while on school site.
- All visitors must sign out at the main office and return their visitor pass before leaving school site.

In Case of Fire

In the unlikely event of the fire alarm sounding, please evacuate the school and proceed to the assembly point at the rear of the playground, near the field.

Please exit by the nearest door as directed by a member of school staff.

Remember

Safeguarding is everyone's responsibility.

St Mary's Catholic Primary

Cookham Road
Maidenhead
Berkshire
SL6 7EG

01628 622570

[Home | St Mary's Catholic Primary School](#)

Who to Contact

Designated Safeguarding Lead (DSL):

Mrs. Akehurst (Headteacher)

Deputy DSL: Mrs. Conroy (Assistant Head)

Deputy DSL: Mrs. Florez (Pastoral support assistant)



Safeguarding Leaflet

What is Safeguarding?

Safeguarding means protecting children from harm, ensuring they grow up in a safe and caring environment, and promoting their health and well-being.

Our Commitment

Every child has the right to feel safe and protected. We work together with parents, carers, and the community to keep children safe. All staff are trained in safeguarding and child protection.

Safeguarding statement

We are committed to safeguarding and promoting the welfare of children. We expect our visitors to share this common 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 a DSL/DDSL or member of our office staff. If you are concerned about the safety of a child in our school. You must report this to the Designated Safeguarding Lead (DSL).



What should I do if I am worried about a child?

If, whilst working with a child, you become concerned for any reason e.g.

- Comment made by a child
- Marks or bruises
- Changes in behaviour or demeanor

You should speak with the DSL or DDSL as soon as possible and record the details of your concerns.

What should I do if a child discloses, they are being harmed?

- Record details as soon as possible, recording exact words and phrases used by the child. The forms for this purpose are pinned on the safeguarding board in the staffroom or available from the safeguarding team.
- This form must then be given to the DSL/DDSL who will discuss the disclosure with you and deal with it in the appropriate way.

What should I do if the allegation is against a member of staff?

- You should report the allegation to the Headteacher, Mrs. Akehurst.

What should I do if the allegation is about the Head teacher?

- Contact the Chair of Governors, [gov.suematthews@stmarys-
maidenhead.org.uk](mailto:gov.suematthews@stmarys-maidenhead.org.uk)

How do I ensure my behaviour is always appropriate?

Appropriate relationships with children are based on mutual trust and respect. Please do not photograph children, exchange emails or text messages or give out your own personal details.

Please make sure you only use a mobile phone in a private office area. Using a phone when children are in the vicinity is prohibited