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## INTRODUCTION

Safeguarding and Child Protection are the most important parts of everyone's job at Glenmere Primary School. We ask everybody who works with our students to follow the guidelines set out in this pamphlet.

Whether you are a teacher, member of support staff, visitor or volunteer, we ask that you adhere to our policies and procedures whilst you are at our school.

### Keeping Students Safe

The School operates a policy of restricting unsupervised access to students to those adults who have been correctly vetted.

All adults who work regularly with our young people must undertake an Enhanced Disclosure and Barring Service check which must be completed before you commence working with our young people.

Adults visiting the site for meetings will be accompanied throughout their visit and do not need to be checked. They must sign in and out at Reception and wear a visitors badge at all times.

Any unidentified adult in the school should be reported to reception immediately.

For updated information on safeguarding children in Leicester visit:

[www.lcitylscb.org](http://www.lcitylscb.org)

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## SAFEGUARDING

### First Aid

If you encounter a child with any medical concerns, or who seems ill, they should be referred to an available member of support staff, who is a qualified first aider.

In case of an accident or emergency, please contact the school reception if an ambulance is needed.

### Health and Safety

The School is regularly audited to ensure that facilities are safe for young people. However, you have a responsibility to ensure that your actions do not endanger students in our school.

Please ensure that you follow all instructions whilst on the school site. Do not operate machinery for which you are not trained.

### Educational visits

The School operates under the Leicestershire County Council Health and Welfare system for approving educational visits.

Full details can be obtained from our office staff.

#### Glenmere Primary School

Phone:0116 288 2228

Fax: 0116 288 1685

Email: [office@glenmere.net](mailto:office@glenmere.net)

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GLENMERE PRIMARY SCHOOL

# Safeguarding & Child Protection Policy

Please ask to see our Policy if you require more information.

The Policy is also available on our website:

[www.glenmere.net](http://www.glenmere.net)

Reviewed: September—Annually

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# CHILD PROTECTION

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## Who's who?

If you have any child protection concerns about a young person you meet at Glenmere Primary School, you should immediately report these to a member of staff.

If you feel a young person is at risk, or is the subject of abuse, you should contact one of the Senior Designated Professionals for Safeguarding who are:

**Sam Conlon**  
Headteacher - Glenmere



**Emma Carton**  
Senior Leadership Team - Glenmere



**Karen Sobieraj**  
School Governor - Glenmere



**Peter Merry**  
CEO (Chief Education Officer) of the  
OWLS Academy Trust  
Senior Designated Professional



## What should you report?

Does the child seem to be unfed or unkempt?

Does the child seem to be bruised or have injuries?

Does the child talk inappropriately about violence (e.g. at home)?

Does the child act in an inappropriate manner, relating to sexual matters, for their age?

Does the parent talk about violence in the home?

This list is not exhaustive — please report anything that gives you cause for concern.

## What if the child wants to tell me something?

If a child begins to tell you about something that is happening to them you should:

- ◇ Tell them that you want to make sure they are safe.
- ◇ Tell them that you will have to pass on what they tell you to help keep them safe.
- ◇ Listen carefully and try not to ask any leading questions.
- ◇ See a Senior Designated Professional immediately and complete a Safeguarding Referral Form. These are kept in the staff room or are available from reception.

## REMEMBER

**NEVER PROMISE TO KEEP A SECRET  
ALWAYS PASS ON THE INFORMATION  
IMMEDIATELY to the SDP and ensure  
they receive any concerns in writing.**

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