



# Welcome to Joydens Wood Infant School

As a visitor in our school we would like you to help us in our key role of keeping all of our children safe and secure.

## **Safeguarding Procedures**

If a child discloses something to you, please do not promise confidentiality. Tell the child that you will need to tell someone else so that they are kept safe. Remember to tell the Designated Safeguarding Lead straight away. You may be asked to record what the child has said on one of our RED safeguarding forms.

Please do not use your mobile phone in school when working with children or when there are children present. Please do not post any information about the school or children other than your own on social media. Please do not share personal information with the children. This is for your own safety. Thank you.

## **Behaviour of Adults and Children**

As part of our school ethos, all adults speak kindly and sensitively to children. We are here to care for and nurture them. If you see a child upset, distressed, hurt or crying, please inform a member of staff immediately.

## **Fire Safety**

Please ensure you know where the nearest fire exits are. If the fire alarm sounds, then please leave the school by the nearest exit. The fire assembly point is at the back of the main playground, by the jungle gym.

## **Health and Safety**

All staff and visitors are responsible for health and safety within the school. If you see anything that is unsafe, then please report it immediately to a member of staff.

If you need any first aid assistance then please contact the office for assistance, no matter how small you may feel it might be.

Please ensure you sign into school and wear your visitor's badge at all times. This will ensure you are accounted for during any evacuation procedures.

## **Our Designated Safeguarding Leads are:**

**Miss Rachel Hatley - Headteacher (DSL)**

Email: [headteacher@joydens.org](mailto:headteacher@joydens.org)

**Mrs Carly Adams – Family Engagement Leader (DSL)**

[c.adams@joydens.org](mailto:c.adams@joydens.org)

**Mrs Emma Blake - Deputy Headteacher (DSL)**

Email: [deputyheadteacher@joydens.org](mailto:deputyheadteacher@joydens.org)

**Mrs Ellie East – Deputy DSL**

Email: [e.blancke@joydens.org](mailto:e.blancke@joydens.org)

**Miss Joanna Harris – Deputy DSL**

[j.harris@joydens.org](mailto:j.harris@joydens.org)

**The governor responsible for Safeguarding is Clarissa Hill**