




## Safeguarding Team




Mrs V. Cornwall



Mrs A. McArdle




Mrs V. Hall




**CIRCLE OF SAFETY**  
ADMIRALS AND RALEIGH



Mrs N. Ewens



Miss S. Pickrell



Mr G. Sadler

If you have a worry or concern, you can talk to any member of our circle of safety.

Our safeguarding governor is Mrs Emma Culley and is contactable via the office (01842) 753993.

### Safeguarding Team

Posters of our safeguarding team are displayed around the site.

### Confidentiality

During your visit, you may become aware of personal or confidential information, and we ask that you respect that confidentiality.

### Conduct

All adults are expected to be professional and respectful. You are a role model for all children and your conduct should reflect our expectations.

### Make sure that you stay safe:

#### ✓ Do's

- Sign In and Out at the office.
- Wear your visitors badge.
- Ensure that the door is always open and you are visible if working alone with a child.
- Keep any contact or touch with a child to a minimum and only when absolutely necessary, i.e. to keep them safe.
- Be vigilant.

#### ✗ Don'ts

- Use a mobile phone.
- Film, photograph or record the children, unless expressly agreed by the Executive Principal as part of your visit.
- Share personal contact information with children.
- Help with toileting or any intimate care.
- Leave the site without reporting any worries or concerns.

### How do we keep children safe?



**DBS Checked** - Anyone who works regularly with children at our academies has an enhanced DBS check which is recorded by the academy.



**Safer Recruitment** - We follow safer recruitment practices when recruiting new staff and there is always someone on the interview panel who is safer recruitment trained.



**ID Badges** - All academy staff must wear identity badges that signifies their position / role. All visitors are required to wear a visitor badge.



**Digital Safety** - Our academy devices and network are continually monitored and access to the internet is filtered.



**Access to the academy** - During the day, the external school gates are locked and all visitors must report to the school office.

### What should you do if you have a worry or concern?

#### If your worry or concern is about the conduct or behaviour of an adult:

You need to speak with the Executive Principal - contactable via the school office - at the earliest opportunity.

#### If your worry or concern is about a child:

You need to speak with a member of the Safeguarding Team - contactable via the school office - at the earliest opportunity.

#### If a child starts to tell you about something:

Remember to listen carefully and don't interrupt the child.

Be calm, attentive and non-judgemental.

Reassure the child you want to keep them safe.

Don't ask questions and don't promise to keep anything secret.

Make a note of what was said and complete a Safeguarding Form - available from the school office, and hand it to the office straight away.



We are a Nut Free site.

Smoking or vaping is not allowed anywhere in any buildings or on our grounds.



In the event of any accident or requirement for first aid, then please contact the school office.

If you have a medical condition that you think we should be aware of, then please indicate this to our office staff on arrival.

If the fire alarm sounds, a continuous ring bell, then evacuate the building by the nearest available exit and make your way to an assembly point, either on the rear playground or on the front car park.



We are a proud member of the EMAT family



## Safeguarding information for visitors

**2025 / 2026**

*“We all have a duty to create a safe environment, identify and respond to risks, and ensure children’s well-being is prioritised at all times.”*



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