



Welcome to Sonning Church of England Primary School. We ask you to read the following important information about our school (both sides). We hope you enjoy your visit with us today.

### Key staff you may interact with

<b>Headteacher:</b>	Phil Sherwood
<b>Deputy Headteacher:</b>	Gill Kelsall
<b>EYFS &amp; KS1 Leading Teacher:</b>	Clare Liptrot
<b>KS2 Leading Teacher:</b>	Gisele Reid
<b>School Secretary:</b>	Nikki Brady
<b>Operations Manager:</b>	Alison Livingstone
<b>Site Manager:</b>	Andy Abraham

### Policies

All our policies can be located on [our website](#). A paper copy can be provided on request.

### Identification / DBS

You are expected to have DBS clearance if you are on site. If not, you will be accompanied / monitored by staff and should stay in communal areas. You may also be required to provide photo identification. Please wear your ID badge or visitor badge at all times.

### IT and internet access

If you need to access the internet whilst at our school, please ask for the visitors' Wi-Fi password. Please be mindful that the content on personal devices such as tablets and laptops should be appropriate for a school environment.

### The school day

08:35	Gates open
08:45	Registration
08:55 (Tuesday)	Clergy collective worship
09:55 (other days)	Collective worship
10:15-10:30	Break
12:00-13:15	Lunch for EYFS/KS1
12:15-13:15	Lunch for KS2
15:15	End of school day (KS2)

The vehicle gate will not open between 08:30 and 08:50, so please ensure you arrive before or after this time.

### Emergencies

If the fire alarm rings continuously, please leave the building through the nearest exit and assemble on the field. If a lockdown is initiated, follow staff instructions.

### Safeguarding

Everyone has a responsibility to safeguard children. Safeguarding cue cards are posted in every classroom and communal area. Please ask for help if you do not understand any part of how to safeguard our children.

### Designated Safeguarding Leads



**DSL: Gisele Reid**  
(KS2 Leading Teacher)



**Deputy DSL: Gill Kelsall**  
(Deputy Headteacher)

The Headteacher, Operations Manager and OSC Manager are also DSL trained and part of the safeguarding team.

### Mobile phones

Please note that we operate a 'no mobile phone' policy when in the presence of children. Mobile phones may be used in staff-only areas and may not be used to take or store images of pupils.

### Keeping yourself safe at school

- Be careful how you interact with or speak to a child, as the child (or another adult) may interpret it differently.
- Remember to use child-appropriate language and child-appropriate discussion topics.
- Avoid physical contact with children, unless you are preventing them from harming themselves or others.
- Avoid being on your own with a child. Always ensure that a door is open and you are visible to others.
- It is good practice not to do anything for a child that s/he can easily do for her/himself.
- Tell someone if a child acts inappropriately towards you, either physically or verbally. Record the incident, time and date and pass it to the DSL or Deputy DSL.

### When you leave Sonning Church of England Primary School

Please sign out when you leave. We always appreciate comments on your experience at our school; if you have any feedback, please pass on any comments you may have about your visit to a member of staff. You can always send us your feedback or comments by emailing [spsadmin@sonning.wokingham.sch.uk](mailto:spsadmin@sonning.wokingham.sch.uk).

# Sonning Church of England Primary School

## Safeguarding at Sonning



### Safeguarding Introduction

Child abuse/harm can happen to any child. Everyone has the responsibility to keep all children safe, both in and outside of school, and this includes staff, other professionals, volunteers and family members. We also have a duty to ensure appropriate safeguarding arrangements are in place for individuals or organisations using our school premises.

### Types of harm / abuse

- **Physical:** This is when a child is deliberately hurt or injured. This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- **Sexual:** This is when a child is influenced, coerced or forced to engage in any form of sexual activity. This can be physical or non-physical (being made to view inappropriate images, for example).
- **Neglect:** This is the persistent failure to meet a child's basic physical and/or psychological needs, which is likely to result in the serious impairment of a child's health or development. It is when a child is not being properly taken care of or is not being protected from harm. This may include poor hygiene, bad diet, unclean clothes, not attending appointments for support or medical treatment/check-ups, being left at home unattended etc.
- **Emotional:** This is the persistent emotional maltreatment of a child, so as to cause severe and adverse effects on a child's emotional development. A child may be made to feel frightened, worthless, unloved or valued only so far as to meet another person's needs. It may also include persistent ridiculing, silencing of a child or not allowing a child to express their views.
- **Child-on-child abuse:** This can happen in many different ways, including bullying, harassment or abuse (physical or sexual), criminal and sexual exploitation, and inappropriate touching, comments and name-calling. Child-on-child abuse can occur online and in person.

### Low-level concerns

See the policy for full details. "Low-level concern" does not mean that it is insignificant, it means that the behaviour towards a child could be a sign of something else underlying. A low-level concern is any concern, no matter how small, and even if it is no more than causing a sense of unease or a 'nagging doubt' that an adult may have acted in a way that:

- Is inconsistent with the staff code of conduct, including inappropriate conduct outside of work; and
- Does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

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

You must inform the DSL (Designated Safeguarding Lead) or Deputy DSL immediately if you become worried about:

- Something a child says
- Marks or bruises on a child
- A change in a child's behaviour or demeanour.

If you feel a child might be at risk of harm/abuse, but are not sure, inform the DSL or Deputy DSL.

### What do I do if a child discloses that they are in danger of, or are being, harmed/abused?

- React calmly and manage your emotions.
- Listen carefully to what the child tells you and, if appropriate, make some notes with quotes where you can.
- Do not promise confidentiality. Explain that you will need to pass on the information to help keep the child safe.
- You may clarify your concern by asking open questions (e.g. "Is there anything else you want to tell me?"), but as soon as your concern is confirmed, ask no further questions as additional enquiries may be compromised.
- Inform the DSL or Deputy DSL immediately. This should be done in person. If you cannot find the DSL or Deputy DSL, please speak to our office team, who will locate the DSL or Deputy DSL.
- Take responsibility to ensure that the DSL or Deputy DSL have been made aware of the concern before you leave. This may include asking whether the staff member has logged the concern on the online safeguarding system.
- In the unlikely event that the DSL and Deputy DSL are absent from school, please inform a Key Stage Leading Teacher (who also hold Targeted Safeguarding certification), or ask the school office to contact the DSL on their mobile.
- If a child has disclosed something to you, write out exactly what the child told you on a report form, including how and when the account was given. Use direct quotes where at all possible. Sign and date the form. The DSL will help with anything you may need.
- All our staff can support you if you have a safeguarding concern, or will seek the correct person.

### What do I do if I have concerns about a member of staff or adult in the school?

- If you are concerned about the conduct of a member of staff or adult visiting the school, you must inform the DSL or Deputy DSL immediately.
- If you are concerned about the Headteacher's conduct, you must report this immediately to the Chair of Governors. Contact details can be found in the main school office.