

## Disclosure by a child

If a student discloses information about significant harm, you should:

- Listen
- Tell the student that you need to tell someone else – you cannot promise confidentiality.
- Make accurate notes of what has been said by the student (in their own words) and pass this immediately to the DSL.

It is not your responsibility to investigate but to report to the Designated Safeguarding Leads.

### **Designated Safeguarding Leads:**

- **Mrs Corinne Benham-Smith:** Headteacher (Lead DSL)
- **Mrs Cath Dobson:** Deputy Head
- **Mrs Laura Pry:** Assistant Head
- **Mrs Kate Truan:** Assistant Head
- **Mrs Vickie Snell:** SENCo
- **Miss Victoria Stanton:** Learning Mentor
- **Miss Paula Whitehouse:** Learning Mentor
- **Mr Mark Gibbs:** Teaching Assistant
- **Safeguarding Governor** – Mrs Maria Minett

Please do not hesitate to contact us at the school on 01908 502572, or e-mail: [office@pr5d.com](mailto:office@pr5d.com) for ANY concern that you may have.

- **Milton Keynes Referral Hub (MASH):**  
01908 253169/70
- **Out of Hours:** 01908 265545

## **Other General Information**

**Fire and emergency evacuation:** A copy of the fire procedure and directions to the assembly point can be found in every room. Please familiarise yourself with it on arrival. If the fire alarm sounds, a continuous ring, please leave the building immediately following the emergency exit signs to the nearest exit and go to the designated assembly point.

**First Aid:** A copy of a list of first aiders can be found in every room. Please call Reception on 100 if you need assistance.

**Accidents & Incidents:** Please report these to Reception.

**Access to the Internet:** All users of the school systems and Wi-Fi must comply with the Acceptable Use of ICT policy. Please ask at Reception for details.

**Visitors' Toilets:** There are various visitor toilets located on each floor. Please ask at Reception for details.

**Parking & Disabled Access:** There is limited parking outside the school. There is a ramp or flat access to all the main buildings. The first floor can be accessed via a lift.

**Reporting defective equipment or hazards:** Please report these to Reception.

### **Priory Rise School**

Telephone: 01908 502572

Headteacher: Mrs Corinne Benham-Smith

E-mail: [office@pr5d.com](mailto:office@pr5d.com)

Website: [www.prioryrise.milton-keynes.sch.uk](http://www.prioryrise.milton-keynes.sch.uk)

# **Priory Rise School**



## **Visitor & Safeguarding Information**

### **Welcome to Priory Rise School**

Please take a few moments to read this leaflet.

We are committed to safeguarding and promoting the welfare of our children, and this requires all staff and visitors to share this commitment.

Contained in this leaflet is information about our child protection and safeguarding procedures and guidance on what you should do if you have any concerns.

Please sign in on arrival and collect your visitors' badge. Please wear the badge at all times to avoid being challenged by staff or students.

Always remain with your host unless we confirm we have had prior DBS clearance for you. If you have a red lanyard/badge you must be accompanied by Priory Rise staff at all times.

On departure, please remember to sign out and return your badge.

## Safeguarding Children

As a visitor to our school, either as a contractor, volunteer, supply teacher or someone that has come to work with our children in any capacity it is important you are aware of our safeguarding procedures.

- Please refer to the back page of this leaflet for contact details of our Designated Safeguarding Leads (DSLs). Alternatively, please contact Reception on extn 100 who can locate them for you.
- If there is any reason to suspect that a student has suffered bullying/peer on peer abuse, sexual harassment or discrimination, or is likely to suffer significant harm, you must inform the Designated Safeguarding Lead (DSL) immediately. Our staff will then follow the procedures according to the school's Child Protection and Safeguarding Policy. You can find this and other relevant safeguarding information on our school website:

<https://www.prioryrise.milton-keynes.sch.uk>

**Safeguarding** '...is the action we take to promote the welfare of children and protect them from harm and it is everybody's responsibility. Everyone who comes into contact with Children and families has a role to play.' *Working Together 2018*

**Child Protection** '...is part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer significant harm.' *Working Together 2018*

## Keeping everyone safe

We hope you have an enjoyable visit to Priory Rise. Our main priority is to ensure that everyone who visits is aware of their responsibilities towards making sure all children are safe. As a visitor, please remember the following:

- If you are working in a 1:1 situation with a student, we must have confirmation that all necessary safeguarding checks have been carried out including an Enhanced DBS, with barred lists check.
- You must not have any physical contact with any student.
- All windows and viewing panes in doors must be left uncovered.
- You must never exchange personal contact details with a student or arrange to meet them outside of the school environment or connect with them via social media.
- The use of cameras and taking photographs is not permitted unless prior permission has been sought.
- The use of mobile phones is strictly prohibited.

## What is abuse?

Any form of neglect, physical, emotional, or sexual mistreatment or lack of care that leads to harm or injury. It can happen to any child regardless of their age, gender race or ability.

## What is discrimination?

Direct discrimination is where you are treated less favourably than someone without a disability would be treated in the same circumstances and there is no justification. This also covers race, ethnic or national origin, language, religion or belief, gender reassignment, sexual orientation, disability, social class, responsibility for other dependants or where the person lives.

## What is bullying?

A wilful, conscious attack on the self-esteem or the person of an individual student. It includes jibes, name-calling, silence/exclusion from the social circle, emphasising differences, threatening behaviour, racial/sexual harassment, extortion and physical attack. It may vary in severity, frequency and in the numbers of people involved.

**People working in schools are uniquely placed to notice signs and symptoms of abuse and to support children who are subject to abuse or living in abusive situations.**