



**WENDY LANE**  
Designated  
Safeguarding Lead



**KATE ANDREWS**  
Principal



**CAROL KIRK**  
Deputy Safeguarding  
Lead and Pastoral Lead



**CAROLYN BOND**  
Early Years



**JULIE WHITFIELD**  
Lower School Lead and  
Upper School Art Teacher



**DAVID MACE**  
Upper School Teacher



**CLAIRE DAWSON**  
Safeguarding  
Governor

For **urgent concerns**, speak to an expert at  
Herefordshire Multi-Agency Safeguarding Hub, MASH  
**01432 260 800** [www.herefordshire.gov.uk/MASH](http://www.herefordshire.gov.uk/MASH)



## Safeguarding for Visitors

The Steiner Academy Hereford recognises that it has a duty to ensure arrangements are in place for safeguarding and promoting the wellbeing of children. **All members** of the school community, including **visitors**, play a full and active part in protecting children from harm.

The following policies are linked to the information contained in this leaflet :

Child Protection Policy	PHSE Policy
Anti-Bullying Policy	Safe Touch Policy
DBS and Police Check Policy	Health and Safety Policy
Safer Recruitment Policy	Staff Code of Conduct
Unacceptable behaviour Policy	
ICT guidelines, E Safety , Email and Internet Policy for Staff	
Photography and Digital Images Policy	

**This leaflet outlines how we, as a school and a community,  
lay the ground rules for keeping all of our children safe.**

### Safeguarding Protocol

#### Are you worried about a child at our school?

Speak to one of these staff members, at any time, by phoning the school  
on 01981 540221 or the mobile numbers below:

Wendy Lane. Designated Safeguarding Lead.

Kate Andrews. Principal. 07792 414 065.

Carol Kirk. Deputy Safeguarding Lead.

Carolyn Bond. Early Years.

Julie Whitfield. Lower School Lead.

David Mace. Upper School Teacher.

Claire Sibley Dawson. Safeguarding Governor. Contact  
[clerk.gov@steineracademyhereford.eu](mailto:clerk.gov@steineracademyhereford.eu)

For **urgent concerns**, speak to an expert  
at Herefordshire Multi-Agency Safeguarding Hub MASH  
Telephone 01432 260 800. [www.herefordshire.gov.uk/MASH](http://www.herefordshire.gov.uk/MASH)

## How can YOU contribute to the safety of our pupils?

### Child Protection

Safeguarding is **everyone's responsibility** - we rely on EVERYONE working with children to take suspicions, allegations or concerns about a child seriously. We are all responsible to protect children from physical, sexual, emotional harm, and neglect.

#### If a child or young person tells you something that concerns you:

- Allow them to speak without interruption and accept what they say
- **Never** agree to keep information confidential
- Tell them you will help and that you must pass the information to one of the Safeguarding Team.

#### In all cases you must share your concerns with:

- The Designated Safeguarding Lead or Deputy **immediately**

Concerns must be recorded "verbatim", on our recording software, called CPOMS and will be followed-up accordingly by our trained staff. You should also talk to the Designated Safeguarding Lead or Deputy Safeguarding Lead as soon as possible.

If you receive an allegation of abuse involving a member of staff (from any organisation), a carer or a volunteer, including yourself: **You must inform the Principal immediately.**

## How do I ensure my behaviour is always appropriate?

On arrival please report straight to Reception and sign in, stating your reason for visiting and sign out at the end of your visit.

- Wear your visitors badge at all times.
- Please turn off your mobile/smart phone. Keep it out of sight and do not access it in a space with children present (e.g. classroom, playground).
- Do not photograph or video children.
- Adults should only use the designated adults toilets located in the foyer or Church Farm Administration block.
- Practice respectful physical contact with children. If you are helping them with a task and this involves touching a pupil, it is good practice to ask their permission first. A simple "May I?" before taking their hand, for example. Some children, for cultural reasons or because of an Additional Learning Need find touch problematic.
- Be careful how you interact with or speak to a child, the child may interpret it differently.
- Only visitors who have had their DBS processed through school or have a portable DBS, can work 1 to 1 with a pupil and should ensure they are visible to others through a glass window/door. All other visitors must remain with a member of staff at all times.

- All adults must direct visitors to reception.
- Confidential or personal information about a pupil and/or their family must never be disclosed to anyone other than on a need to know basis.
- Please do not discuss the school, its pupils or staff on social media.

### Site Safety

- **Denise Stevens** is the designated Health and Safety Officer.
- Any breaches of Health and Safety must be reported to her immediately
- In the event of the fire alarm sounding please leave the building by the nearest exit at once. If you are working with children please ensure their safe and timely exit with you. Muster point is the MUGA (Games area) at the back of the main car park.
- Do not tackle fire. Raise the alarm by smashing the glass at the near fire alarm point and leave the building.
- Risk assessments are updated regularly & communicated to pupils & staff.
- All members of staff are required to wear staff lanyards at all times.
- All visitors to wear visitor lanyards at all times.



### First Aid

- A debrillator is situated outside the front of the school, visible and accessible from front car park.
- **Maggie Setterfield** and **Christine Champness** are the designated First Aider on duty in Reception.
- Many of our staff are emergency first aiders.
- If you or a child needs assistance, in an emergency, do not hesitate to call 999 for an ambulance. If it is not an emergency, contact a member of staff.
- Please report any accidents during your visit, which will also need to be recorded. Visitors should not treat children unless permission has been given. In an emergency do not hesitate to call 999 for an ambulance.
- Accidents must be recorded in the accident book held in Kindergarten and in Reception.
- Emergency Medicines including asthma inhalers, are kept in Reception.

