

## Our Designated Safeguarding Team



Miss Gribble  
Headteacher



Mrs Connor  
Deputy Headteacher



Miss Bedford  
Family Support



Mrs Steventon  
Inclusion Lead



## School Contact Information

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Headteacher: Miss Elise Gribble

Henshaw Road

Wellingborough

Northants

NN8 2BE

Contact Number: 01933 224900

Email Address:

[egribble@ol.well.olicatschools.org](mailto:egribble@ol.well.olicatschools.org)

Chair of Governors:

Mr Joe Burns

Governor with Safeguarding  
Responsibility:

Mr Joe Burns

**Cause for Concern forms are  
available from the Office and  
Staffroom**



## Our Lady's Catholic Primary School

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## Safeguarding Information

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## Welcome to Our Lady's Catholic Primary School.

Please take a minute to thoroughly read this leaflet. If there is anything unclear, please ask a member of staff.

Whilst on site, all visitors must comply with the school policies. Copies of these are available on the school website or at the school office.

On arrival in school you will be asked to sign in and present ID. If you will be working without a member of staff present we will need to confirm that you have DBS clearance. Please do not be offended, this is in the interest of protecting our young people.

You will also be asked to wear a visitor's badge whilst in school.

Mobile phones are not permitted to be used in EYFS and should not be used when this would not set a professional and positive example to pupils and parents.

**In the unlikely event of the Fire Alarm sounding, please exit by the nearest doors as directed by a member of school staff and make your way to the closest playground.**



It is everyone's responsibility to ensure that our children stay safe. Each person who works in school, or visits, shares that responsibility.

First Aid: Please ask at the Office if you need assistance.

Accidents and Incidents: Please report these immediately to the Office.

Access to the Internet: All users of the school systems and Wi-Fi must comply with the Acceptable Use Policy. Please ask for a copy from the Office.

Visitors' Toilets: In the Key Stage 1 building, they are located in the staffroom. In the Key Stage 2 building, they are located next to the Office.

### What should you be concerned about?

Any information which suggests a child is being neglected or experiencing physical, emotional or sexual harm.

**Please be aware that children can disclose to you:**

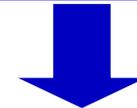
- \* By speaking to you.
- \* Through another child.
- \* Through a piece of work.
- \* Through a change in behaviour or presentation.

## What must I do if I am concerned?

Immediately share your concerns with the Designated Safeguarding Leads. The Office Team can help you to locate them.



Make a written record of the disclosure using the child's own words and phrases. Cause for Concern Forms are available from the Office. Once it is completed, sign it and date it.



Without delay, deliver the completed Cause for Concern Form to a Designated Safeguarding Leads.

If the concern is regarding a staff member - please report this to the Headteacher. If the concern is regarding the Headteacher —please report this to the Chair of Governors. In both cases, these will be discussed with the Designated Officer for the Local Authority.