

Welcome to Sholing Junior School

At Sholing Junior School we believe that all members of our community are of equal value, regardless of; whether or not they are disabled; their ethnicity, culture, national origin or national status; their gender or gender identity; their religious or non-religious affiliation or faith background; their sexual orientation.

This leaflet has been designed to help keep all visitors, pupils and staff safe. We intend that our policies, procedures and activities should promote a safe and welcoming environment to all, where there are positive attitudes towards all, mutual respect and good relations between all, with positive interactions between all.

Visitor Procedures **All visitors**

- Must sign in at Reception
- Must display a lanyard at all times
- Must read our safeguarding guidelines
- Must remain under the supervision of a designated member of staff whilst on site
- Must not use a smart phone or camera on site (unless prior permission has been sought)
- Must sign out at Reception and return their lanyard before leaving

Our Safeguarding Team

	
Danielle Lebbern	
	
Marcella Dobson	Armorel Smith
	
Tom Best	Lynn Rickards

Designated Safeguarding Lead:

Danielle Lebbern

Deputy Designated Safeguarding Leads:

Marcella Dobson, Armorel Smith, and Tom Best



Sholing Junior School
Achieving Together

Sholing Junior School

Safeguarding and Equalities
Information for Visitors
2026 - 2027

Protecting those in our care from harm.

This leaflet contains information about our expectations of you whilst you visit the school. If you are unclear about anything please speak to any of the contacts named within this leaflet. Please keep the leaflet in a safe place so that you can read it again if you need to. If you are concerned about the safety of any child in school you must report it to one of the **Designated Safeguarding Leads – Danielle Lebborn, Marcella Dobson, Armored Smith, Tom Best.**

If you are concerned about the conduct of a member of staff or a volunteer in our school, you must contact the **Headteacher – Marcella Dobson.**

Child Protection

We fully recognise our responsibilities for child protection. We have a child protection and safeguarding policy that applies to all staff, governors, volunteers and visitors to our school. There are 5 main elements to this policy:

1. Ensure we practice safe recruitment in checking suitability of staff and volunteers to work with students.
2. Raise awareness of child protection and safeguarding and equip our pupils with the skills needed to keep them safe.
3. Develop and implement procedures for identifying and reporting cases, or suspected cases of abuse or neglect.

Kindness, Curiosity, Success

4. Support our pupils in accordance with the agreed child protection and safeguarding plan.
5. Establish a safe environment in which our pupils can learn and develop.

Sholing Junior School recognise that because our staff are in frequent contact with children, they are particularly well placed to observe signs of abuse. However, visitors to the school may have a concern and it is important that they understand how this can be reported.

Keeping yourself Safe

- If a child makes a disclosure to you it is important that you listen and do not dismiss the information.
- Please do not offer confidentiality or to 'keep a secret'. Instead, please explain that you may need to pass on information to school staff in order to keep the pupil or other pupils safe.
- It is important that once a disclosure is made that any questioning of the pupil should be left to one of our trained staff.
- Be professional. Be careful how you interact with or speak to a child, the child may interpret it differently.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.

- Avoid being on your own with a child, always ensure that a door is open and that you are visible to others.
- Always tell someone if a child touches you or speaks to you inappropriately - log down the incident time and pass it on to the Headteacher/Deputy Headteacher.
- If you have any concerns about the conduct of staff, it is your responsibility to inform the Headteacher
- If your concern is about the Headteacher, contact the Governor responsible for Safeguarding or the Chair of Governors

FOR FURTHER INFORMATION PLEASE SEE:

Sholing Junior School

- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Staff Handbook
- Mobile Phone Policy
- Social Media Policy
- Acceptable Use Policy

DFE Guidelines

- Keeping Children Safe in Education

Designated Safeguarding Lead
Danielle Lebborn

Deputy Designated Safeguarding Leads

**Marcella Dobson, Armored Smith,
Tom Best**