

## Welcome

We welcome visitors to our school and will act to make sure it remains a safe space for pupils, staff and all other members of our community. If you have safeguarding concerns, we will always listen to them and seek to address them.

Please be aware, however, that abusive, threatening or violent behaviour will not be tolerated in this school. Visitors behaving in this way are likely to be removed from the premises and prosecuted.

## Sign in

All visitors will be asked to sign in on arrival, read this leaflet and wear a visitor's lanyard or sticker. Regular visitors will be asked to read the school's Safeguarding Policy. Outside agencies will be requested to show their identity badge on entry to the school.

Adults in school, without a visitor lanyard or sticker, will be challenged by a member of school staff. All staff, regular visitors and volunteers are DBS checked. Please sign out when leaving.

## Child Safeguarding and Child Protection

Safeguarding is our duty of care towards the welfare and safety of children and adults in the school. Child protection is the process of protecting children who may be suffering from, or at risk of, significant harm. If a child makes a safeguarding disclosure to you, keep calm, listen, do not question, and never make any promises. Report the disclosure, or any concerns, to **one of our Designated Safeguarding Leads immediately – photographs overleaf.**

## OUR SAFEGUARDING TEAM



Mrs A. Day

Designated Safeguarding Lead  
Deputy Head Teacher



Mrs Kirsty Elliot  
SENDCO  
Deputy DSL



Mr S. Lee  
Head Teacher  
Deputy DSL



Mrs Debbie Bruen  
Librarian & ELSA  
Deputy DSL



Mrs S Fowler  
HLTA & ELSA  
Deputy DSL



Ms E Gough  
Class Teacher  
Deputy DSL



Mr Tom Hurd  
Class Teacher  
Deputy DSL



Mr C Kingsley  
Safeguarding  
Governor



Mrs C Sewell  
Office Admin  
Deputy DSL



## VISITOR AND SAFEGUARDING INFORMATION

**SAFEGUARDING IS EVERYONE'S  
RESPONSIBILITY**

Wallace Fields Junior School

Dorling Drive, Ewell  
Epsom KT17 3BH

**Telephone:** 0208 393 0350  
**Headteacher:** Mr Steve Lee

**Email:** [Office@wallacefields-jun.surrey.sch.uk](mailto:Office@wallacefields-jun.surrey.sch.uk)  
[DSL@wallacefields-jun.surrey.sch.uk](mailto:DSL@wallacefields-jun.surrey.sch.uk)

**Website:** [www.wallacefields-jun.surrey.sch.uk](http://www.wallacefields-jun.surrey.sch.uk)

## Online Safety

Before using the internet, school network or IT equipment you will be asked to read and sign an acceptable use agreement which is designed to ensure that all adults working in school are aware of their individual responsibilities. The terms of this agreement should be followed at all times.

## Fire

**If you discover a fire, sound the nearest alarm and call 999. If the fire alarm sounds (a continuous bell) leave the building at the nearest exit and proceed to the designated assembly point – the playground. If you have children with you, take them with you. Do not stop to collect personal belongings. Do not re-enter the building until you are told it is safe to do so.**

**In an emergency evacuation to the top field, please follow staff guidance**

## Lockdown

**If you hear 5 short bells this is a partial lockdown.** Stay where you are. Stay indoors. If outside, make your way inside.

**A further 5 bells is a full lockdown.** Close the windows, lower the blinds and lock the door if possible. An announcement on phones or walkie talkies will confirm.

3 long bells will indicate all clear.

## First Aid

All our staff members are trained first aiders. If you or a child needs assistance, please inform a member of staff. Two defibrillators are kept on site.

## Code of Conduct

**Health & Safety** – Your safety and wellbeing during your visit are important to us. As a visitor you have a legal duty of care for the health and safety of yourself and others.

**Classrooms** – Do not enter classrooms unless escorted by a member of staff or by prior arrangement.

**Accidents** – Any illness, injury or accident must be reported to the school office.

**Smoking/vaping** – It is against the law to smoke or vape on school premises.

**Property or vehicle** – The school accepts no responsibility for any loss or damage to visitors' property or vehicles.

**Mobile phones** – Use of mobile phones in any areas where there are children is not permitted. Phones must be kept in the staff room or school office.

**Safeguard yourself** – Treat all children equally; never build a 'special relationship' or favour a particular child over others. Ensure that when working with children that a door is left open, or that you can be visible to others.

**Photography** – Do not photograph children unless asked to do so by the teacher and only then using a school iPad or tablet. This advice also applies to trips, visits or sporting activity.

**Social media** – Never discuss the school, its pupils, or staff on social media

## Safeguarding Children

Wallace Fields Junior School recognises our moral and statutory responsibility to safeguard and promote the welfare of all our students. We endeavour to provide a safe and welcoming environment where children are respected and valued.

Our aim is to allow the children to learn and flourish in a safe and nurturing environment, free from bullying and discrimination.

As part of our safeguarding procedures WFJS commits to:

- Follow the safer recruitment procedures to ensure all staff, volunteers and governors are appropriately checked
- Equip the children with awareness of safeguarding issues, including online safety, so they have the skills to keep themselves safe
- Provide parents with training and signposting to help them keep up to date, including online safety
- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to
- Train all staff and volunteers working with children to identify and report safeguarding concerns to the safeguarding team
- Support children and families who have been involved in a safeguarding incident, in accordance with the school's Child Protection and Safeguarding Policy
- The school publishes a weekly newsletter with safeguarding information and there are useful safeguarding links on our website.